



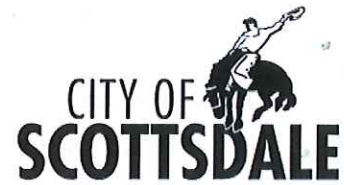
Application

Narrative

Cash Transmittal

Development Standards

# Conditional Use Permit Development Application Checklist



## Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

## PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Conditional Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>2,550</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> <p>Prior to application submittal, please research original zoning case history to find the original adopted</p>

## Planning and Development Services

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## Conditional Use Permit Application Checklist

	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.	<del>Not required anymore</del>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>4. Request to Submit Concurrent Development Applications (form provided)</del>	<del>Minor Subdivisions</del>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>5. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided))</del>	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner(form provided)	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Appeal of Required Dedications or Exactions (form provided)	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ① copy</li> <li>Include complete Schedule A and Schedule B.</li> </ul>	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ② copies</li> </ul>	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>12. Addressing Requirements (forms provided)</del>	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Public Participation Process Requirements (see Attachment A)	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Request for Neighborhood Group Contact information (form provided)	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> <li>Affidavit of Posting for Project Under Consideration</li> <li>Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing)</li> <li>Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing)</li> </ul>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided)</del> <ul style="list-style-type: none"> <li>Provide ① color original set and 1 - 8-1/2" x 11"</li> </ul>	
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <input checked="" type="checkbox"/> Archaeology Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archeological Research - ① copy	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)</del> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form	

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## Conditional Use Permit Application Checklist

### PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

	Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
			<b>19. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20. Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>21. Application Narrative</b> <ul style="list-style-type: none"> <li>8 ½" x 11" – ④ copies</li> <li>a. The application narrative shall include: <ul style="list-style-type: none"> <li>A one paragraph explanation of the request. This shall be no greater than a half page.</li> <li>Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.</li> </ul> <div style="margin-left: 20px;"> <input type="checkbox"/> Bar  <input checked="" type="checkbox"/> Live Entertainment  <input checked="" type="checkbox"/> Other </div> </li> <li>b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ul>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del><b>22. Security, Maintenance &amp; Operations Plan (For Bars and Live Entertainment)</b> (form provided)</del> <ul style="list-style-type: none"> <li>Required for any of the following uses: <ul style="list-style-type: none"> <li>Live entertainment (other than DJ)</li> <li>Medical marijuana Use / Caregiver Cultivation</li> </ul> </li> <li>The Security, Maintenance &amp; Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del><b>23. Public Safety Plan</b> (form provided)</del> <ul style="list-style-type: none"> <li>Required for any of the following uses: <ul style="list-style-type: none"> <li>Establishments that require age verification for admittance, such as a Bar</li> <li>Teen dance centers</li> <li>Adult uses</li> <li>Establishments that have a Disc Jockey (DJ)</li> </ul> </li> <li>The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>

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### 24. Context Aerial with the proposed site improvements superimposed

- 24" x 36" – ② color copies, folded
- 11" x 17" – ① color copy, folded
- 8 ½" x 11" – ① color copy (quality suitable for reproduction)

Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

\_\_\_\_\_ 750 foot radius from site

\_\_\_\_\_ 1/4 mile radius from site

\_\_\_\_\_ Other: \_\_\_\_\_

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### 25. Site Plan

- 24" x 36" – ⑪ copies, folded
- 11" x 17" – ① copy, folded (quality suitable for reproduction)
- 8 ½" x 11" – ① copies (quality suitable for reproduction)
- Digital – ① copy (CD/DVD, PDF Format)

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### ~~26. Open Space Plan (Site Plan Worksheet) (sample provided)~~

- 24" x 36" – ② copies, folded
- 11" x 17" – ① copy, folded (quality suitable for reproduction)
- 8 ½" x 11" – ① copy (quality suitable for reproduction)
- Digital – ① copy (CD/DVD, PDF Format)

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### 27. Natural Area Open Space Plan (ESL Areas) ←

- 24" x 36" – ② copies, folded
- 11" x 17" – ① copy, folded (quality suitable for reproduction)

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### 28. Topography and slope analysis plan (ESL Areas)

- 24" x 36" – ① copy, folded

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### 29. Landscape Plan

**FOR DISTURBED HAOs/DRAINAGE/REVEG AREAS**

- 24" x 36" – ② copies, folded of black and white line drawings  
(a grayscale copy of the color Landscape Plan will not be accepted.)
- 11" x 17" – ① copy, folded (quality suitable for reproduction)
- 8 ½" x 11" – ① copy (quality suitable for reproduction)
- Digital – ① copy (CD/DVD, PDF Format)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>30. Hardscape Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – (2) copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.)</li> <li>11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>Digital – (1) copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del><b>31. Parking Plan</b></del> <ul style="list-style-type: none"> <li>24" x 36" – (1) copy, <u>folded</u></li> <li>11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – (1) color copy (quality suitable for reproduction)</li> <li>Digital – (1) copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del><b>32. Parking Master Plan</b></del> See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> <li>8-1/2" x 11" - (2) copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del><b>33. Pedestrian and Vehicular Circulation</b></del> <ul style="list-style-type: none"> <li>24" x 36" – (1) copy, <u>folded</u></li> <li>11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – (1) copy (quality suitable for reproduction)</li> <li>Digital – (1) copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>34. Elevations (NAU)</b> <ul style="list-style-type: none"> <li>24" x 36" – (2) copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" – (2) color copies, <u>folded</u></li> <li>11" x 17" – (1) color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>11" x 17" – (1) copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>8 ½" x 11" – (1) color copy, (quality suitable for reproduction)</li> <li>8 ½" x 11" – (1) copy black and white line drawing (quality suitable for reproduction)</li> <li>Digital – (1) copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>35. Floor Plans (AR ENLARGED SITE PLAN)</b> <ul style="list-style-type: none"> <li>24" x 36" – (1) copy, <u>folded</u></li> <li>11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>

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8/2/2019



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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>36. Floor Plan Worksheet(s)</del></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>37. Exterior Lighting Site Plan (policy provided)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><del>38. Exterior Lighting Photometric Analysis</del></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>39. Manufacturer Cut Sheets of All Proposed Lighting</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>40. Drainage Report</p> <p>See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><del>41. Master Drainage Plan</del></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy (see handout submittal instructions)</li> </ul>

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## Conditional Use Permit Application Checklist

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### 42. Final Basis of Design Report for Water

See the City's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.

Submit by one of the options below:

- Email (see handout submittal instructions)
- CD/DVD
- 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.

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### 43. Final Basis of Design Report for Wastewater

See the City's Design Standards & Policies Manual for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.

Submit by one of the options below:

- Email (see handout submittal instructions)
- CD/DVD
- 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.

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### ~~44. Transportation Impact & Mitigation Analysis (TIMA) (information provided)~~

Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.

☐ Category 1 Study

☐ Category 2 Study

☐ Category 3 Study

- Email (see handout instructions)
- 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets.

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### 45. Native Plant Submittal

- 24" x 36" – ① copy, folded.

(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)

- See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.

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### ~~46. Other Plans and Report Requirements~~

- Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc)
- 24" x 36" – ① copy, folded. (Plans and graphics)
- 8-1/2" x 11" - ③ copies of any report

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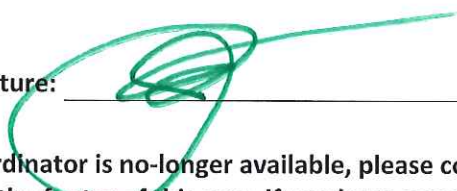
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## Conditional Use Permit Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	47. Other: _____ _____ _____
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### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <b>480-312-7767</b> . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>534</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	49. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50. <b>Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	51. Other: _____ _____ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52. If you have any question regarding this application checklist, please contact your Project Coordinator.  Coordinator Name (print): <u>Jesus Murillo</u> Phone Number: <u>480-312-</u> Coordinator email: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>10-19-18</u>  Coordinator Signature:   If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

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## Conditional Use Permit Application Checklist

This application needs a: ☒ New Project Number, or

☐ A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/building-resources/forms>

Planning and Development Services

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

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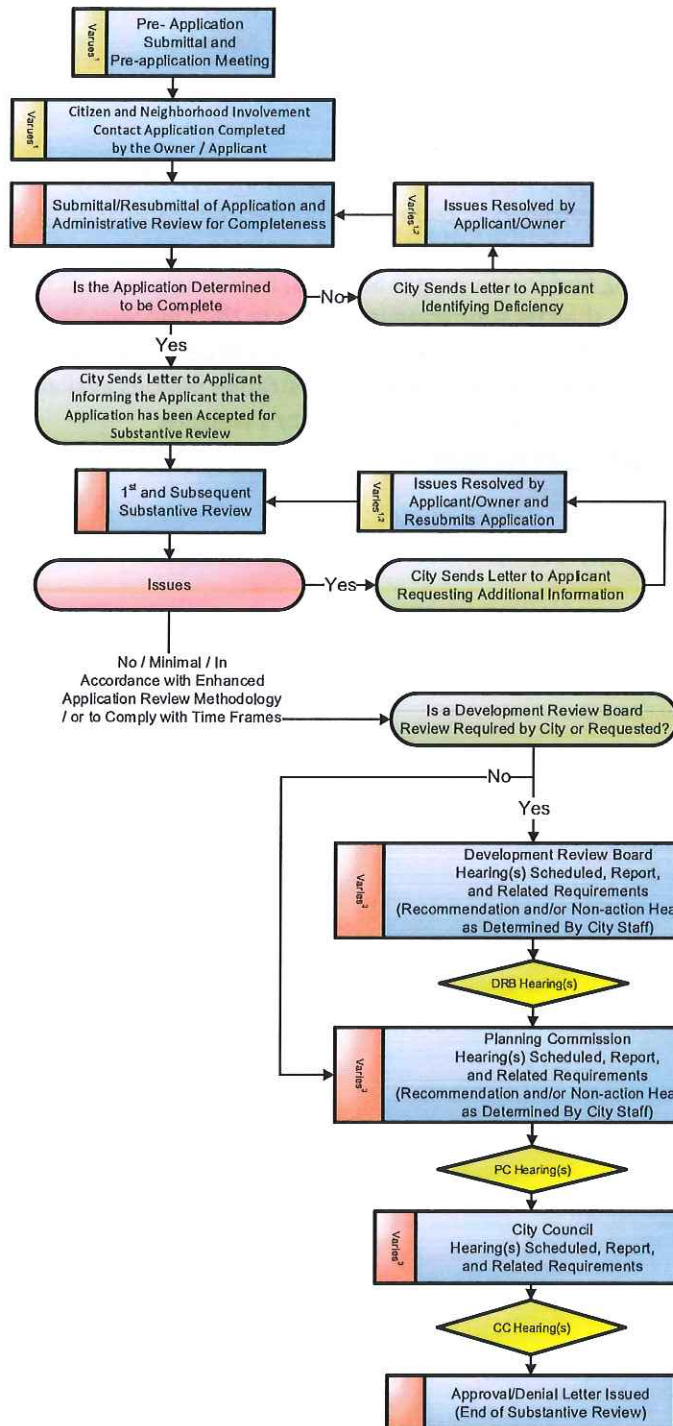
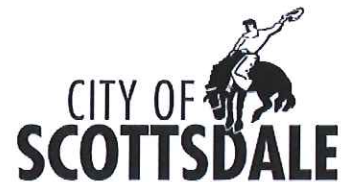
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# Development Applications Process

## Enhanced Application Review

### Conditional Use Permit (UP)



#### Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### Note:

- Time period determined by owner/applicant.
- All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
- The substantive review, and the overall time frame time is suspended during the public hearing processes.
- Owner/applicant may agree to extend the time frame by 25 percent

#### Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	Letter Issued

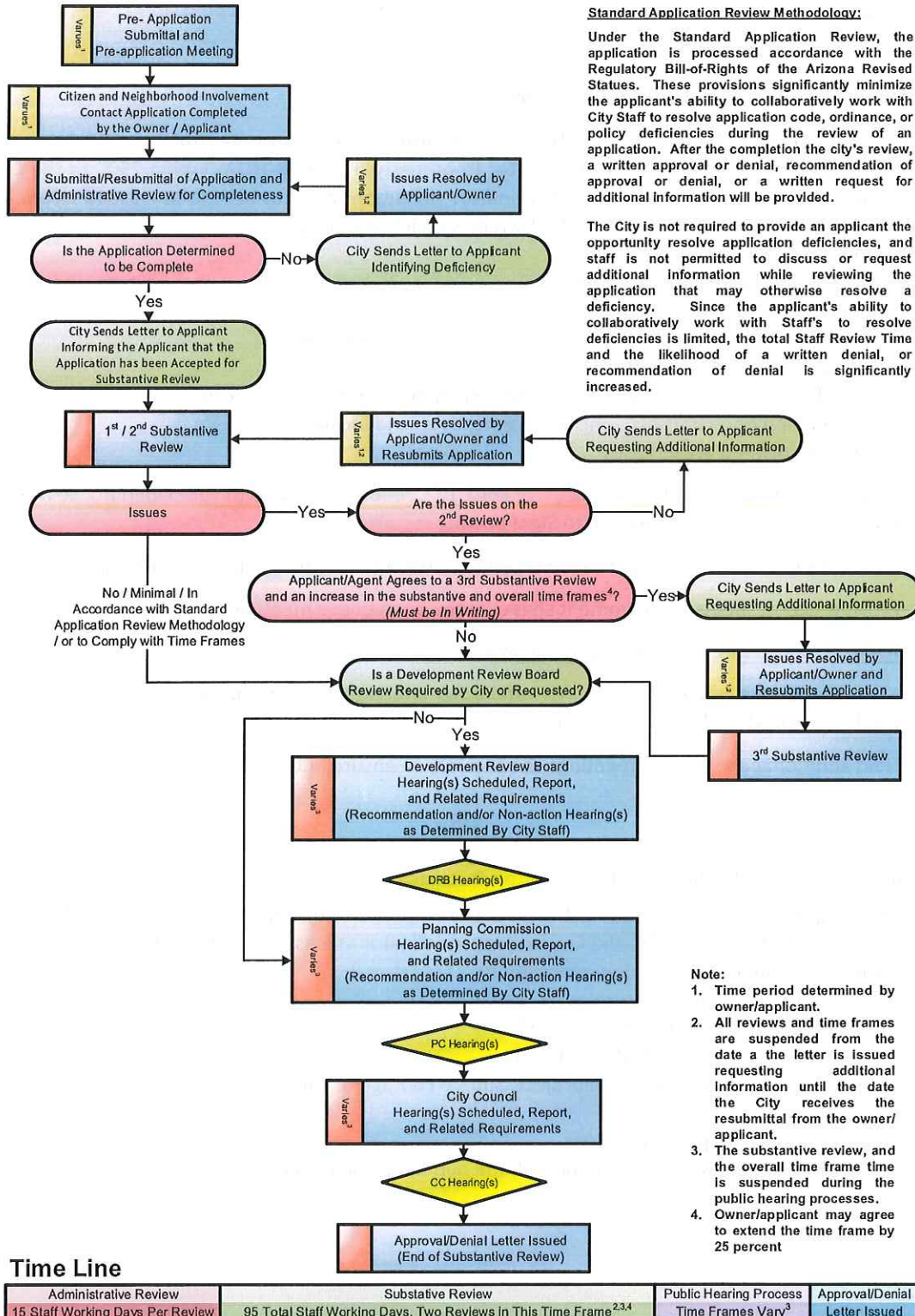
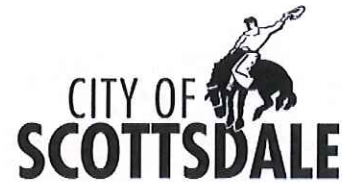
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# Development Applications Process

## Enhanced Application Review

### Conditional Use Permit (UP)



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# Public Participation

■ Conditional Use Permits (UP)

■ Municipal Use Master Site Plans (MUMSP)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

## ☒ Step 1: Complete Neighborhood Involvement Outreach

### ☐ Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
  - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

### ☐ Complete Standard Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Conceptual site plan/elevations
  - Applicant and City contact names, phone numbers, and email addresses

# Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



☒ **Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

☒ **Step 3: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)**

**City will provide other public notification**

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

**Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements



# Application Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

<b><u>Pre-Application</u></b>	\$90	<b><u>General Plan Amendments</u></b>	
<b><u>Records Packet</u></b>	\$22	Major	\$4,130
<b><u>Abandonment of Right of Way</u></b>		Non-major	\$2,065
Single Family Lot	\$1,690	<b><u>Hardship Exemption</u></b>	\$160
All Other Abandonments, including		<b><u>In-lieu Parking</u></b>	\$160
Subdivisions	\$2,385	<b><u>Minor Amendment</u></b>	\$160
<b><u>Annexation / De-annexation</u></b>	\$2,065	<b><u>Records Changes</u></b>	
<b><u>Board of Adjustment</u></b>		Street Name Change	\$265
Appeal	\$160	Address Change Residential	\$50
Residential Variance (Single Family Lot)	\$160	Address Change Commercial	\$105
All Other Variances	\$1,310	<b><u>Special Exception</u></b>	\$160
<b><u>Building Advisory Board of Appeals</u></b>		<b><u>Zoning District Map Amendment</u></b>	
Commercial	\$335	Residential District	\$1,205 + per acre fee
Residential	No charge	Commercial District	\$2,265 + per acre fee
<b><u>Conditional Use Permit</u></b>		Industrial District	\$2,265 + per acre fee
Major	\$2,550	Mixed-use District	\$5,845 + per acre fee
Minor	\$650	Supplementary District	
<b><u>Development Review (DRB)</u></b>		Parking P-1	\$2,265 + per acre fee
Land Division (Preliminary Plat)		Parking P-2	\$2,265 + per acre fee
Major Subdivision	\$2,540 + \$20 per lot	Western Theme Park	\$2,265 + per acre fee
Minor Subdivision	\$1,270 + \$20 per lot	Open Space	\$1,205 + per acre fee
New Construction	\$1,600	Conservation Open Space	\$1,205 + per acre fee
Revision	\$485	ESL Amendments to Map	\$390
Time extension	\$320	ESL Density Transfer	\$2,265 + per acre fee
<b><u>Development Review (Minor) – Staff Approval</u></b>		ESL Density Incentive	\$1,205 + per acre fee
Major	\$325	All other	Underlying district fees only
(includes new Master Sign Program)		Time extension/revision	\$775
Minor	\$90	<b><u>Rezoning per acre</u></b>	
Amendment to Master Sign Program	\$90	0-20	No additional fees
Cuts/Fills	\$485	21-100	\$70
Wash Modification	\$485	101-600	\$55
Time extension	\$90	601+ acres	\$50
Small Wireless Facility "SWF" on street		<b><u>Zoning Text Amendment</u></b>	
light or utility poles	No charge	Major	\$2,585
Small Wireless Facility "SWF" on new		Minor	\$925
monopoles	\$250		
Wireless Communications Facilities	\$485		

Note: This schedule is not all-inclusive and other fees may apply.

## Planning & Development Services

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# Customized Expedited Plan Review Program



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

**Customized Expedited Plan Review Program:** Per the Planning & Development Services fee schedule, the fee is two times the amount for the type of plan submitted.

For phased plan submittals, the base fee is considered to be phased plan review fee.

An additional 20% of the expedited plan review will be charged if a 3rd review is required.

**Note:** This schedule is not all inclusive and other fees may apply.

**Planning & Development Services**  
7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251





## Scottsdale Fire Department Fees & Charges Schedule

18/19

Number	Description	Fee/Charge
1	CPR Class	\$45.00
2	First Aid Class	\$45.00
3	Babysitting Class	\$45.00
4	Combo Class (CPR and First Aid)	\$45.00
5	Operations Incident Reports	\$5.00
6	EMS Encounter Report	\$5.00
7	Fire Scene Investigation Reports first 30 pages, \$.25/page	\$5.00
8	Fire Scene Investigation Photos on CD	\$5.00
9	Special Event Staffing - Range	\$35 - \$100 (Actual)
12	After-hours & Weekends Fire Inspections Hourly Rate (min 2-hrs)	\$125.00
13	Fire Service Safety Permits Basic Rate	\$165.00
14	Tent Fire Safety Permit	
	1 to 9 tents	\$165.00
	10 plus tents	\$495.00
15	Vehicle Display Safety Permit	
	1 to 9 vehicles	\$165.00
	10 plus vehicles	\$495.00
16	Fire Service Safety Permits Rush Rate (Under 10-days)	\$330.00
17	Fire Service Re-Inspection Fee	\$200.00
18	Fire Review not associated with Building Permit	\$105.00
19	Fire Service Activity History Search per location	\$10.00
20	County Island Response Fee-per unit	\$1,347.00
21	Subpoena Request	\$12.00
22	CERT Bags	\$35.00
	We accept cash, money order or personal check made payable to City of Scottsdale	

# Permit Fee Schedule

## Commercial



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) – keyword “Fees”.

### Commercial Building Permit

Area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base fee	\$165
Certificate of Occupancy	\$135
GIS Fee	\$270
Lowest Floor Certificate Review	\$250
Permission to Work in R.O.W. (based on quantities)	Base fee \$165 + itemized fees

### Commercial Addition

Area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base fee	\$165
Certificate of Occupancy	\$135
GIS Fee	\$270
Lowest Floor Certificate Review	\$250

### Commercial Remodel (Existing)

Base fee	\$165
Area with A/C	\$0.66 Sq. Ft. x 30%
Covered area - non A/C	\$0.36 Sq. Ft.
Certificate of Occupancy	\$135
GIS Fee	\$270

### Foundation Only

Foundation (Area with A/C above)	\$0.66 Sq. Ft. x 25%
Base Fee	\$165
GIS Fee	\$270
Lowest Floor Certificate Review	\$250
Phasing Fee	\$250

### Shell Only for Commercial & Multi-Family

Area with A/C	\$0.66 Sq. Ft. x 95%
Covered area non A/C	\$0.36 Sq. Ft.
Base Fee	\$165
GIS Fee	\$270
Certificate of Shell	\$135
Lowest Floor Certificate Review	\$250

### Commercial T.I. (New) & Multi-Family Build Out

Base fee	\$165
Area with A/C	\$0.66 Sq. Ft. x 30%
Covered area - non A/C	\$0.36 Sq. Ft.
Certificate of Occupancy	\$135

### Commercial Vanilla Shell T.I.

Base fee	\$165
Area with A/C	\$0.66 Sq. Ft. x 30%
Covered area - non A/C	\$0.36 Sq. Ft.
Certificate of Shell	\$135

**Walls & Fences always require a separate permit.**

### Fence Walls

Linear Footage	\$0.18 LF
Base Fee	\$165

### Retaining Walls

Linear Footage	\$1.80 LF
Base Fee	\$165

\*LF = linear footage

**Note: This schedule is not all-inclusive and other fees may apply.**

## Planning & Development Services

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# Permit Fee Schedule

## Miscellaneous



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Miscellaneous Permit Fees

Active Permits Records Change	\$83 Residential \$135 Commercial
After Hours Civil Inspections	\$238 per hour
After Hours Building Inspections	\$238 per hour
Reinspection	\$83
Annual Facilities Permit (renewals expire on 12/31 of calendar year)	Pro-rated by date of purchase
January - March	\$4,000
April - June	\$3,000
July - September	\$2,000
October - December	\$1,000
Building Permit Extension Request	\$255
Certificate of Occupancy (visual inspection only)	\$135
Change of Occupant Permit	\$135
Civil Permit Extension Request	50% of original permit fee
Demolition Permit	\$83 each discipline (or \$250 for building, plumbing, electrical, and mechanical)
Dirt Haul	\$165 base fee + \$0.09 per cubic yard
P.W.R. Permit (Encroachment)	\$165 base fee + itemized fees on approved plans
P.W.R. Permit, Annual in R.O.W. (Encroachment)	\$2,000
Industrial Racking Permit	\$270
Minimum Permit (one discipline)	\$83
Minimum Combination (all disciplines)	\$250
Minimum On Site Grading	\$83
Native Plant Permit	\$35 + \$1 for each plant affected + \$165 base fee
Native Plant Permit Modification	\$35 + \$1 for each plant affected + \$165 base fee
Native Plant Relocation Methodology	\$35
Pools & Spas Attached	\$0.54 Sq Ft + \$135 planning insp. fee + \$165 base fee
Administrative Site Review Fee	15.0% of Sq Ft / LF fee
Pools & Spas-Base Fee	\$165
Pools & Spas-Planning Inspection Fee	\$135
Stand Alone Spas	\$106
Stock Pile	\$165 base fee + \$0.09 per cubic yard
Solar Residential	\$150
Commercial	\$300
Temporary Power Pole	\$83
Water Heaters	\$44
Solar Water Heaters	\$80
Over Dimensional Load Permits	\$30 (single trip)      \$59 (30 day)

### Signs

Base fee	\$165 base fee (Base fee applied once per permit application, not per sign)
0-10 Sq. Ft.	\$25 per sign
11-20 Sq. Ft.	\$125 per sign
21-30 Sq. Ft.	\$180 per sign
31 Sq. Ft. and Over	\$270 per sign
Grand Opening Banner	\$30

Note: This schedule is not all inclusive and other fees may apply.

### Planning & Development Services

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# Permit Fee Schedule

## Single Family Residential

Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Single Family Custom

Livable area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165
Certificate of Occupancy	\$135
GIS Fee	\$270
Lowest floor certificate review	\$250

### Single Family Addition

Livable area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165
GIS Fee	\$270
Lowest floor certificate review	\$250

### Single Family Detached Structure

Livable area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165
Certificate of Occupancy	\$135
GIS Fee	\$270
Lowest floor certificate review	\$250

### Single Family Standard Plan

Livable area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
15% Admin Site Review Fee	Varies based on square footage
Certificate of Occupancy	\$135
GIS Fee	\$270
Lowest floor certificate review	\$250
Base fee	\$165

### Fence Walls

Linear Footage	\$0.18 LF
Base Fee	\$165

### Retaining Walls

Linear Footage	\$1.80 LF
Base Fee	\$165

### Single Family Remodel

Livable area with A/C	\$0.66 Sq Ft x 30%
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165

### Single Family Remodel with Roof Modification

Livable area with A/C	\$0.66 Sq Ft x 70%
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165

### Single Family Addition Less than 500 Sq. Ft.

Livable area with A/C	\$0.66 Sq Ft
Covered area non A/C	\$0.36 Sq Ft
Base Fee	\$165
Lowest Floor Certificate Review	\$250 special flood hazard areas only

**Note: This schedule is not all inclusive and other fees may apply.**

## Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251

# Right of Way/Improvement Permits

## Permission to Work in Right of Way (P.W.R.)

### Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

#### IMPROVEMENT PLANS

The following inspection and permit fees are required for the specified encroachments and must be paid in addition to all other required fees.

<i>Item</i>	<i>Unit</i>	<i>Fee</i>
Paving, Asphaltic concrete (single course)	Square yard	\$0.68
Paving, Overlay or top course of multicourse paving	Square yard	\$0.21
Paving, Portland cement concrete	Square yard	\$0.52
Decorative sidewalk or paving (Bomanite, Terrazzo, etc)	Square foot	\$0.21
Sidewalk and bicycle path	Square foot	\$0.16
Curb and gutter	Linear foot	\$0.31
Valley gutter	Square foot	\$0.97
Concrete apron including curb and/or wheelchair ramps	Each	\$25.16
Scuppers & building drains	Each	\$20.00
Alley surfacing (non A.C.)	Square yard	\$0.16
Cutoff walls	Linear foot	\$0.47
Slope protection (riprap, gabions, gunnite, cobbles, etc.)	Square yard	\$0.83
Dry wells (Maxwell or similar types)	Each	\$118
Irrigation and storm drain pipe	Linear foot	\$2.27
Pressure manholes	Each	\$118
Catchbasins, headwalls, irrigation, S.D. and water manholes	Each	\$53
Sanitary Sewer (except truss and PVC pipe)	Linear foot	\$0.88
Sanitary Sewer (truss and PVC pipe)	Linear foot	\$1.17
Sanitary Sewer taps and service line (from main to property line)	Linear foot	\$0.49
Sanitary Sewer manholes, without drop connection	Each	\$78
Cleanouts and drop connections	Each	\$47.31
Pipe encasements (in twenty-linear-foot sections)	Each	\$18.76
Water line	Linear foot	\$0.67
Water service line	Linear foot	\$0.49
Tapping sleeves and valves	Each	\$78
Fire hydrants and lines from existing mains	Linear foot	\$12.80
Borings	Linear foot	\$6.68
Sprinkler system, piping (for landscaping)	Linear foot	\$0.23
Telecommunications, Cable TV, or other communications underground cable of conduit (placed in trench excavated by or for party laying cable or conduit; includes trenching & backfill)	Linear foot	\$0.44
Barricading (permanent-wooden)	Each	\$36
Guard Rail	Linear foot	\$0.36

#### Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251

# Right of Way/Improvement Permits

## Permission to Work in Right of Way (P.W.R.)

### Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

Item		Unit	Fee
Trash Enclosure – Single Enclosure		Each	\$217
Trash Enclosure – Double Enclosure		Each	\$286
Utility trenching and backfill		Linear Foot	\$0.47
Splice and repair pits (backfill and patch)		Each	\$57
Survey monuments		Each	\$12.80
Adjustments: Manholes, valves, cleanouts, monuments, etc.		Each	\$20.34
Signs (regulatory, warning, street, etc.)		Each	\$8.56
Television inspections for sewer lines		Linear foot	\$0.60
Haul Permits		Cubic Yard	\$0.09
Excavation and fill in public right-of-way and easements			
Cubic Yards	Less than 100	No charge	
	101 - 1,000	\$133 for first 100 cubic yards, plus \$56 for each additional 100 cubic yards or fraction thereof	
	1,001 – 10,000	\$650 for first 1,000 cubic yards, plus \$56 for each additional 1,000 cubic yards or fraction thereof	
	10,001 – 100,000	\$1,175 for first 10,000 cubic yards, plus \$255 for each additional 10,000 cubic yards or fraction thereof	
	100,001 or more	\$3,345 for first 100,000 cubic yards, plus \$255 for each additional 10,000 cubic yards or fraction thereof	
Small Wireless Facility "SWF" Right-of-Way Permit			\$298
As Builts (GIS)			\$278
Planning Inspection			\$135
After Hours Inspection Fee			\$238 per hour
Base Fee			\$165, plus itemized fees

#### Multiple permits – Base Fee

If more than one permit is required for a single project, only the highest base fee shall be paid. If reinspection is necessary on any inspection with a total permit fee less than \$78, a reinspection fee will be charged at 75% of the original total base fee.

**Miscellaneous improvements** not covered by the fees listed above shall be charged in accordance with the following rate schedule, based on the estimated or actual cost of building the improvements:  
 6% of the first \$20,000 or portion thereof, plus 5% of the portion between \$20,000 and \$100,000, plus 3% of the portion over \$100,000.

### Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251



# Right of Way/Improvement Permits

## Permission to Work in Right of Way (P.W.R.)

### Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

#### Street Cut Surcharge (In addition to any permit fees)

New paving less than 12 months old

- Openings 9 square feet to 9 lineal feet: \$1,640 each 50 feet
- Openings over 9 lineal feet then A-1 plus: \$4,100 each 50 feet

New paving 12 to 24 months old

- Openings 9 square feet to 9 lineal feet: \$1,040 each 50 feet
- Openings over 9 lineal feet then B-1 plus: \$2,640 each 50 feet

New paving 25 to 48 months

- Openings 9 square feet to 9 lineal feet: \$525 each 50 feet
- Openings over 9 lineal feet then C-1 plus: \$1,310 each 50 feet

#### Phased Engineering Permits

A surcharge will be charged for the phased construction of infrastructure (grading, water/sewer, streets/curb/sidewalk and trails). The surcharge will be 25% (per phase) in addition to the permit value of the requested phase.

#### Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251

# Plan Review Fee Schedule

## Commercial



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Commercial

Livable area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.

### Foundation Only

\$0.37 Sq. Ft. x 25% + \$250

### Shell Only

Livable area with A/C	\$0.37 Sq. Ft. x 95%
Covered area (non A/C)	\$0.21 Sq. Ft.

### Commercial Addition

Livable area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.

### Commercial Remodel / Tenant Improvement

Livable area with A/C	\$0.37 Sq. Ft. x 30%
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### Apartments/Condos

Livable Area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.

*\*Apts/Condos with 4 or more units & reoccurring floor plans pay 50% of the calculated fee for 0-100,000 sq. ft. of livable space & 25% for livable square feet over 100,000 sq. ft.*

### Engineering Site Review (per sheet)

#### Per ESL Desert Land Form

	<u>NON/LOWER</u>	<u>UPPER</u>	<u>HILLSIDE</u>
Paving	\$730	\$755	\$800
Grading/Drainage	\$730	\$755	\$800
Water/Sewer	\$730	\$755	\$800
Traffic (sign/stripe)	\$730	\$755	\$800
Landscape	\$730	\$755	\$800
Map of Dedications/Releases	\$730	\$755	\$800
Condominium Plat	\$730	\$755	\$800
Preliminary Grading	\$250	\$250	\$250
Revision to Approved Engineering Plan	\$250	\$250	\$250

#### Master Plan Review (per set)

Water Master Plan	\$945	\$1,035	\$1,080
Sewer Master Plan	\$945	\$1,035	\$1,080
Circulation Master Plan	\$945	\$1,035	\$1,080
Drainage Master Plan	\$945	\$1,035	\$1,080
Environmental Design Master Plans	\$945	\$1,035	\$1,080

#### Small Wireless Facility - "SWF"

\$365	\$365	\$365
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#### Complete Master Plan Package

\$3,815	\$4,175	\$4,330
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#### Minor Revision to Approved Master Plans

\$505	\$505	\$505
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#### Major Revision or Addition to Approved Master Plan

Individual Plans	\$950	\$1,035	\$1,080
Complete Package	\$2,540	\$2,735	\$2,965

**Note: This schedule is not all inclusive and other fees may apply.**

## Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251

# Plan Review Fee Schedule

## Miscellaneous



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Miscellaneous Plan Review Fees

After 3 <sup>rd</sup> Review	50% of original fee
Barricade Plan Review	\$83 per hour
Benchmark Revision	\$83 per hour
Dry Utility Review	\$83 per hour
Fence Only	\$83 per hour + \$0.14 LF
Retaining Walls	\$83 per hour + \$0.14 LF
Minimum Plan Review	\$83 per hour
Minor Revision to Approved Civil Plans	\$83 per hour (requires management approval)
Native Plant Review	\$83 per hour
Pool	\$83 per hour
Plan Review Extension Request	\$270
Revision to Approved Building Plans	\$83 per hour
Solar Review: Residential	\$153
Commercial	\$305
Update Expired Improvement Plans (no changes)	\$83 per hour

### Plat Fees

Final Plat	
Major Subdivision	\$5,000 + \$143 per lot
Minor Subdivision	\$2,500 + \$143 per lot
Certificate of Correction	\$83 per hour
Land Combination: Residential	\$600
Commercial	\$1,200

### Recordation Fees (May vary based upon specific submittal)

Maps of Dedications/Releases	First set	\$15 per sheet
& Land Divisions	Additional set	\$3 per sheet
	Administrative fee	\$34
Standard size (8 ½ x 11)		\$7

**Release of Easement** \$1,035

### Signs

0-20 Sq. Ft.	\$30 per sign
21-30 Sq. Ft.	\$60 per sign
31 Sq. Ft. & over	\$90 per sign
Revision	\$83 per hour

**Note: This schedule is not all inclusive and other fees may apply.**

### Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251



# Plan Review Fee Schedule

## Single Family Residential



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Single Family Custom Homes

Livable area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.
Fences	\$0.14 Ln. Ft.
Retaining walls	\$0.14 Ln. Ft.

### Single Family Addition

Livable area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.

### Single Family Remodel

Livable area with A/C	\$0.37 Sq. Ft. x 30%
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### Single Family Standard Plan

Livable area with A/C	\$0.37 Sq. Ft.
Covered area (non A/C)	\$0.21 Sq. Ft.
Additional elevations (maximum 5)	\$83 each

### Engineering Site Review (per sheet as per ESL Desert Land Form)

	<u>Non / Lower</u>	<u>Upper</u>	<u>Hillside</u>
Civil and Improvement Plans	\$730	\$755	\$770

### Miscellaneous Plan Reviews

Native plant	\$83 per hour
Fence only	\$83 per hour + \$0.14 LF
Retaining walls only	\$83 per hour + \$0.14 LF
Revision to approved plan	\$83 per hour
Revision to Civil Plan	\$250 per sheet
Minimum review	\$83 per hour
Benchmark revision	\$83 per hour

**Note:** This schedule is not all inclusive and other fees may apply.

### Planning & Development Services

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# Records Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

## Copies (black and white)

8 ½" x 11" (more than 24 copies)	\$0.20
11" x 17"	\$1.00
24" x 36"	\$4.50

## Copies (color)

8 ½" x 11"	\$1.00
11" x 17"	\$2.00

## Aerials

8 ½" x 11"	\$2.00
11" x 17"	\$3.00
30" x 36"	\$15.00

## Aerials – Custom

Regular Paper – 30" x 36"	\$35.00
Photo Paper – 30" x 36"	\$65.00

## Aerials – Topography

8 ½" x 11"	\$4.00
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## Maps – Topography

8 ½" x 11"	\$2.00
15" x 18"	\$7.00
30" x 36"	\$15.00

## Offsite Records Box Retrieval

Retrieve and Refile	\$4.00
Deliver	\$10.00
Staff Time (one hour)	\$17.00

## Microfiche Imaged Records Copies (per sheet)

8 ½" x 11"	\$0.50
11" x 17"	\$1.00

## General Plan

CD-Rom	\$10.00
Summary Map	\$10.00
General Plan (Book)	\$45.00

## Compact Discs

Custom CD	\$5.00
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## Ordinance

Zoning (Book)	*\$75.00
Floodplain	\$5.00

## Commercial Records Research (non-refundable)

Commercial Research Base Fee	\$85.00
Research	\$30.00 per hour

Note: This schedule is not all inclusive and other fees may apply.

*\*Current Production Cost*

## Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251

# Stormwater Management Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

## Appeal of Floodplain Administrator's Interpretation of Special Flood Hazard Area Provisions

Appeal	\$250
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## Variance from Floodplain Management Regulations in a Special Flood Hazard Area

Variance	\$2,600
Continuance (Applicant's Request)	\$50
New Posting Required	\$170

## Conditional Letter of Map Revision Review (CLOMR)

CLOMR (MT-1)	\$880
CLOMR (MT-2)	\$3,000

## Letter of Map Revision Review (LOMR)

LOMR (MT-1)	\$880
LOMR (MT-2)	\$3,000

## Stormwater Storage Waiver

In-lieu fee	\$3.00 per cubic foot
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## Stormwater Water Quality Charge

This is the fee that will be dedicated to  
Drainage and Flood Control capital projects. \$3.10 per customer/per month

## Planning & Development Services

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)



# Annual Fees For SWF & WCF

## In The Right-Of-Way



### Annual Right-of-Way Use Fees for Small Wireless Facilities (SWF)

#### Small Wireless Facility (SWF) on City-owned Pole in the ROW

Antenna area 6 cubic feet or less with associated equipment 28 cubic feet or less.

- A. \$50.00 per SWF site per calendar year for use of the right-of-way.
- B. \$50.00 per SWF site per calendar year for the co-location of a SWF on a City-owned streetlight, traffic signal pole or other City-owned wireless support structure.

#### Small Wireless Facility (SWF) on a Third Party-owned Pole in the ROW

Antenna area 6 cubic feet or less with associated equipment 28 cubic feet or less.

\$50.00 per SWF site per calendar year for the co-location of a SWF on a Third Party-owned utility pole or wireless support structure in the ROW. Wireless provider shall provide documentation from the Third Party pole owner authorizing the use of the pole as a SWF.

### Annual Right-of-Way Use Fees for non-SWF Wireless Communication Facilities (WCF)

**Category 1** – WCF with antennas(s) mounted on an EXISTING vertical element or pole and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$3,900 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$3,900
B. Total is 51 c.f. up to 200 c.f.	\$3,900	\$7,400	\$11,300
C. Total is 201 c.f. up to 300 c.f.	\$3,900	\$11,050	\$14,950
D. Total is 301 c.f. up to 400 c.f.	\$3,900	\$14,750	\$18,650
E. Total is 401 c.f. or more	\$3,900	\$18,400	\$22,300

**Category 2** – WCF with antennas(s) mounted on a NEW vertical element that is stealth or utilizes alternative concealment when existing vertical elements are not available, and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$4,200 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$4,200
B. Total is 51 c.f. up to 200 c.f.	\$4,200	\$7,400	\$11,600
C. Total is 201 c.f. up to 300 c.f.	\$4,200	\$11,050	\$15,250
D. Total is 301 c.f. up to 400 c.f.	\$4,200	\$14,750	\$18,950
E. Total is 401 c.f. or more	\$4,200	\$18,400	\$22,600

Category 3 – WCF with antennas(s) mounted on a NEW vertical element that is neither stealth nor concealed in appearance, and any associated ground equipment. Each WCF site will have an Antenna Base Fee of \$5,600 for a WCF site on the ROW, plus a Ground Equipment Fee (if applicable) for the cubic feet of ground equipment in the ROW, as set forth below:

	Antenna Base Fee	Equipment Fee	Total WCF Annual Fee
A. Total is 29 c.f. up to 50 c.f.	Included	Included	\$5,600
B. Total is 51 c.f. up to 200 c.f.	\$5,600	\$7,400	\$13,000
C. Total is 201 c.f. up to 300 c.f.	\$5,600	\$11,050	\$16,650
D. Total is 301 c.f. up to 400 c.f.	\$5,600	\$14,750	\$20,350
E. Total is 401 c.f. or more	\$5,600	\$18,400	\$24,000

Note: This schedule is not all-inclusive and other fees may apply.

### **Annual Fees for WCF in the ROW (Instructions) For Non-SWF Wireless Communication Facilities**

The annual encroachment permit fees for wireless communications facilities in the rights-of-way categories above shall be administered according to the following rules:

- 1) The fee structure shall apply to the installation of any antennas, antenna structures, ground equipment, electronics, cabinets, and other appurtenances required or associated with the operation of a wireless communications facility (WCF) in the City's rights-of-way (ROW).
- 2) **Antenna Structures and Base Fee** – In cases where the existing vertical element is replaced for structural purposes with a pole designed to support the antennas and cabling, the WCF will be categorized as being installed on an existing vertical element. The Antenna Base Fee includes up to 50 cubic feet of ground equipment and any electrical conductors necessary to operate the WCF site.
- 3) **Ground Equipment Fee** – The ground equipment measurement is calculated by the size of a flat, four- sided "box" (parallel sides of equal length) with a top panel that is parallel to the ground so that the box will cover the ground equipment from the top of the equipment to the ground (non-improved dirt surface), and from side-to side, including any foundation or pad for the equipment. For situations where there is more than one ground equipment fixture or cabinet (adjacent to each other or within the same use area), the equipment fixtures, cabinets and generators are deemed to be part of the same contiguous ground equipment space and will be measured together within the same box. Any Remote Radio Heads or Remote Radio Units mounted to a cabinet, post or wall in the same area with the ground equipment shall be included in the measurement for the ground equipment. Electrical meters and telecom pedestals are not included in the ground equipment.
- 4) WCF site that has both the vertical element and ground equipment in the ROW will be assessed an amount equal to the Antenna Base Fee plus the Ground Equipment Fee, except that:
  - A) WCF sites that have the antennas installed on a vertical element in the ROW but the ground equipment installed on private property will be assessed the Antenna Base Fee only.
  - B) WCF sites with antennas on a vertical element located on private property but with the ground equipment in the ROW, will be assessed the Ground Equipment Fee only. If the ground equipment is less than 50 cubic feet, the annual Ground Equipment Fee shall be the actual cubic feet of the ground equipment multiplied by the FY 2018/19 fee of \$35 per cubic foot. If the ground equipment is greater than 50 cubic feet, the applicable ground equipment fee shall apply as provided in the schedule on page 1 of the Annual Fees for WCF in the ROW document.
- 5) All WCF in the ROW must have an Antenna Site Right-of-Way License Agreement (ARLA) document submitted to the City for each WCF site installed and operated in the ROW.

- 6) An invoice for the annual WCF in the ROW permit fee is sent to the person and address provided on the ARLA document, one month prior to the anniversary of the ARLA permit issuance date.
- 7) The ARLA is an encroachment permit allowing the WCF to be in the ROW; a WCF owner or applicant must obtain a "Permission to Work in the ROW" permit to construct, repair or maintain the WCF site.
- 8) The annual WCF in the ROW permit fee does not include fees and charges for any other planning & development fees, permits, plan review fees, inspection fees, or any other services or approvals that may be required by the City of an owner or applicant of a WCF in the ROW.

**Note: This schedule is not all-inclusive and other fees may apply.**



# Request To Submit Concurrent Development Applications

## Acknowledgment and Agreement



The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input checked="" type="checkbox"/> Wash Modification (WM)	Other
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input checked="" type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input checked="" type="checkbox"/> MMSP

Owner: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to an another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

<b>Official Use Only:</b> Request: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied Staff Name (Print): _____ _____ Staff Signature: _____ Date: _____	Submittal Date: _____
---	-----------------------

7-UP-2019  
8/2/2019

# Development Application



## Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

<b>Zoning</b>	<b>Development Review</b>	<b>Signs</b>
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
<b>Exemptions to the Zoning Ordinance</b>	<b>Land Divisions (PP)</b>	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input checked="" type="checkbox"/> <b>MUMSP</b>

Project Name: \_\_\_\_\_

Property's Address: \_\_\_\_\_

Property's Current Zoning District Designation: \_\_\_\_\_

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

<b>Owner:</b>	<b>Agent/Applicant:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> _____ <b>Fax:</b> _____	<b>Phone:</b> _____ <b>Fax:</b> _____
<b>E-mail:</b> _____	<b>E-mail:</b> _____
<b>Designer:</b>	<b>Engineer:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> _____ <b>Fax:</b> _____	<b>Phone:</b> _____ <b>Fax:</b> _____
<b>E-mail:</b> _____	<b>E-mail:</b> _____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

☐ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature \_\_\_\_\_

Agent/Applicant Signature \_\_\_\_\_

Official Use Only

Submittal Date: \_\_\_\_\_

Development Application No.: \_\_\_\_\_

## Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

7-UP-2019  
8/2/2019

# Development Application

## Review Methodologies



### Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

#### **1. Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### **2. Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

### **Planning and Development Services**

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Revision Date: 08/23/2017

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# Development Application

## Arizona Revised Statutes Notice



### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

### Planning and Development Services

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Revision Date: 08/23/2017

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# Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: \_\_\_\_\_
- b. County Tax Assessor's Parcel Number: \_\_\_\_\_
- c. General Location: \_\_\_\_\_
- d. Parcel Size: \_\_\_\_\_
- e. Legal Description: \_\_\_\_\_

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)

Date

Signature

_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

## Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

**THIS FLYER IS FOR INFORMATIONAL PURPOSES ONLY AND NOT INTENDED  
AS LEGAL ADVICE.**

**Re: *Proposition 207 - Private Property Rights Protection Act*  
(A.R.S. § 12-1131 to § 12-1138)**

Under Proposition 207, the Private Property Rights Protection Act (A.R.S. § 12-1131, et. seq.), a property owner is permitted to make a claim for just compensation if the value of the owner's property is reduced by the city's enactment of a land-use law to the property. A land-use law is defined as a law or regulation that regulates the use or division of land, such as municipal zoning laws, or regulates accepted farming or forestry practices.

For example, a property owner may file a claim against a city if the owner's existing rights to use, sell, divide, or possess the property is diminished in value by enactment or applicability of land-use laws to their property, even though the owner made the request or application to the city.

Under Proposition 207, the city may request a waiver of a property owner's potential Proposition 207 claim for any of the numerous land-use actions within the city's jurisdiction, such as rezoning property, platting, abandonments, annexations, change of use, requesting a use permit, or approval of development plans or site plans. The waiver is specific to the action requested.

By signing the waiver, a property owner acknowledges that a Prop.207 claim may exist but that the property owner voluntarily relinquishes the right to any claims that the city's land-use laws, applicable to the owner's property, reduce the property's value.

Not all land-use laws that are applied to an owner's property will raise a Prop.207 compensation requirement. The following seven (7) types of land-use laws are exempt from the application of Prop.207:

1. Laws or regulations that limit or prohibit the use or division of real property enacted for the protection of the public's health and safety, including rules and regulations relating to fire and building codes, health and sanitation, transportation, traffic control, solid or hazardous waste, and pollution control.
2. Laws or regulations that limit or prohibit the use or division of real property and laws historically recognized as "public nuisance" laws.
3. Laws or regulations that are required by the Federal government.

4. Laws or regulations that limit or prohibit the use or division of property for the purpose of housing sex-offenders, selling illegal drugs, liquor control, or pornography, obscenity, or any other adult-oriented businesses.
5. Laws or regulations that establish locations for utility facilities.
6. Laws or regulations that do not directly regulate an owner's land.
7. Laws or regulations that were enacted before the effective date of Prop. 207 (December 7, 2006).

A complete version of Proposition 207 is available at your local law library, at Title 12, Chapter 8, Article 2.1 of the Arizona Revised Statutes.

**If The Waiver Is Not Executed**

If an owner elects not to sign a waiver, he/she will execute a Refusal to Sign Waiver Form and return the form to city staff. For legislative actions such as re-zonings or general plan amendments, information regarding whether a waiver has been executed will be included in the staff report for the case and the owner's case and application will move through the city's process.

**Questions Regarding the Waiver**

If you have specific questions on the interpretation of Proposition 207 and/or execution of a waiver, you may consult with privately retained counsel. City staff, including the City Attorney's office, are prohibited from giving legal advice to private parties.



**WHEN RECORDED RETURN TO:**

CITY OF SCOTTSDALE  
ONE STOP SHOP/RECORDS

(\_\_\_\_\_)

7447 East Indian School Road, Suite 100  
Scottsdale, AZ 85251

City of Scottsdale Case No. \_\_\_\_\_

**WAIVER OF RIGHT TO MAKE A CLAIM UNDER PROPOSITION 207**

(A.R.S. § 12-1131 et. seq.)

The undersigned is the fee title Owner of property, (Parcel No.) \_\_\_\_\_  
located at \_\_\_\_\_ Scottsdale, Maricopa

County, Arizona, that is the subject of a request by owner for a:

- ☐ Use permit    ☐ Abandonment    ☐ Land division    ☐ Development Review  
☐ Other \_\_\_\_\_

By signing this document, the undersigned Owner agrees and consents to all of the conditions and/or stipulations imposed by the Scottsdale Planning Commission, Development Review Board, city staff, or the City Council in conjunction with Owner's request for application of the city's land use laws to the Owner's property.

Owner waives any right to compensation for diminution in value that may be asserted now or in the future under Proposition 207, the Private Property Rights Protection Act (A.R.S. § 12-1131, et.seq.), based upon Owner's request in case no. \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Owner: \_\_\_\_\_  
(Type Name)

By : \_\_\_\_\_  
(Signature of Owner)

STATE OF ARIZONA    )  
  ) ss.  
County of Maricopa    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

Short Waiver Form

7-UP-2019  
8/2/2019

**WHEN RECORDED RETURN TO:**

CITY OF SCOTTSDALE

ONE STOP SHOP/RECORDS

(\_\_\_\_\_)

7447 East Indian School Road, Suite 100  
Scottsdale, AZ 85251

City of Scottsdale Case No. \_\_\_\_\_

**AGREEMENT FOR THE WAIVER OF CLAIMS  
FOR DIMINUTION IN VALUE OF PROPERTY**

THIS AGREEMENT FOR THE WAIVER OF CLAIMS FOR DIMINUTION IN VALUE OF PROPERTY (the "Agreement") is made in favor of the City of Scottsdale ("City") by \_\_\_\_\_ a \_\_\_\_\_ ("Owner").

**RECITALS**

A. Owner is the fee title owner of property, Parcel No(s). \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ located at \_\_\_\_\_ (the "Property").

B. Owner acknowledges that he/she has made a request to the City for application of its land use laws for the development of the Property and is under no compulsion, economic or otherwise, to enter into this Agreement.

C. Arizona statute ARS § 12-1134.A provides that a city must pay just compensation to a land owner, in some cases, if the city approves a land use law that reduces the fair market value of the owner's property. This law is sometimes referred to as "Proposition 207" or the "Private Property Rights Protection Act". (ARS 12-1131, et seq.)

D. The Private Property Rights Protection Act (e.g., A.R.S. § 12-1134.I) authorizes private property owners to enter into agreements with political subdivisions to waive any claim for diminution in value of their property in connection with any action requested by the property owner.

E. City and Owner seek to resolve whether the application of the City's land use laws to the Property constitute a "diminution in value" of the Property or other harm entitling Owner, now or in the future, to seek compensation from the City under the Private Property Rights Protection Act.

**IT IS AGREED AS FOLLOWS:**

Owner hereby makes the following acknowledgements and representations:

1. Owner acknowledges that:
  - a. The recitals set forth above are true and correct and are incorporated herein by this reference.
  - b. Owner is aware of the Private Property Rights Protection Act. (ARS 12-1131, et. seq.)
  - c. Owner has independently determined and believes that the application of the City's land use laws to the Property will not reduce the fair market value of the Property.
  - d. Owner is aware that, as a condition of receiving approvals under the City's land use laws, the City may impose various requirements upon the Property, such as requirements



for right-of-way dedications, time limitations for development, and other zoning ordinance stipulations and conditions.

2. The undersigned Owner agrees as follows:

a. The Owner agrees that the stipulations and conditions set forth in Exhibit A shall be included as part of the ordinance that will be considered by the Scottsdale City Council. Owner agrees that compliance with the stipulations and conditions set forth in Exhibit A will govern development of the property. Owner further understands and agrees that stipulations and conditions may be added or modified during the public hearing process and that those stipulations and conditions will be incorporated into this Agreement.

b. Owner hereby waives and fully releases any and all financial loss, injury, claims and causes of action that Owner may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act based on the Owner's request in Case No. \_\_\_\_\_. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under the Private Property Rights Protection Act.

c. Owner hereby agrees to indemnify, hold harmless and defend City, its officers, employees and agents, from any and all claims, causes of actions, demands, losses and expenses, including reasonable attorney's fees and litigation costs asserted by or resulting from any of the present owners of any interest in the Property seeking any potential compensation, damages, attorney's fees or costs under the Private Property Rights Protection Act that they may have based on the Owner's request in Case No. \_\_\_\_\_.

d. This Waiver Agreement shall run with the land and shall be binding upon all present and future owners of any interest in the Property. Owner consents to the recording of this Agreement with the County Recorder in which the Property is located.

e. The Owner agrees that, as of the effective date of this Agreement, he/she has received equal protection of the laws and due process of all claims and requests, and has not suffered any compensable regulatory taking (as those terms and their related claims are defined by Arizona state and federal constitutional jurisprudence).

3. Owner warrants and represents that Owner is the owner of the fee title to the Property.

4. The person who signs this Agreement on behalf of Owner personally warrants and guarantees to City that he has legal power to bind Owner to this Agreement.

Owner: \_\_\_\_\_ Its: \_\_\_\_\_

STATE OF ARIZONA            )  
  ) ss.  
County of Maricopa         )

Subscribed,       sworn       to       and       acknowledged       before       me  
by \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2007.

My commission expires: \_\_\_\_\_ Notary Public  
\_\_\_\_\_

# Appeals of Dedication, Exactions or Zoning Regulations



## Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violations of Arizona and federal court decision.

## Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial *nevo* with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk  
3939 Drinkwater Blvd  
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

## Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



**Owner Certification  
Acknowledging Receipt  
Of  
Notice Of Right To Appeal  
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

\_\_\_\_\_  
(address where development approval, building permits, or city required improvements and dedications are being required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Scottsdale as part of my property development on the parcel listed in the above address.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

## **Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department**



The City of Scottsdale planning department requires applicants for various zoning applications, building permits and other approvals to provide evidence of land ownership. Unless city staff directs otherwise, the required evidence shall be a title insurance commitment meeting the following requirements:

1. The applicant shall instruct the title insurance company to prepare a normal title insurance commitment.
2. The title commitment must cover the whole project site, just as if the city were a commercial real estate developer who was going to buy the whole site from whoever owns it today.
3. The title insurance commitment must be in the same form and have the same wording that the title insurer usually uses when a sophisticated real estate purchaser is buying land from a sophisticated seller. For example, it must not have any extra notes, disclaimers or other language that is not in a normal title insurance commitment for a straightforward land purchase.
4. The City of Scottsdale must be listed as the proposed insured.
5. The proposed insurance amount must be a reasonable estimate of the actual dollar value of the whole site. (The price for the most recent arms-length sale of the whole site is usually an acceptable amount.)
6. The Schedule B requirements must call for:
  - a. A deed from the current owner to the city.
  - b. Releases of all liens, as if the city were going to pay cash for the land and not assume any liens or take subject to any liens.
  - c. Termination of all leases. (Leases with 24 or fewer months remaining in their term may be listed in the Schedule B exceptions instead.)
  - d. Any other specific payments or specific document recordings that the title insurer would normally call for (such as payment of delinquent property taxes).
7. The Schedule B exceptions must show any other specific title matters that may exist.
8. Title companies sometimes state in their title commitments that they will update the title search before issuing a title insurance policy. That's o.k. if the language is clear that the update will only include new title documents that are recorded after the title commitment date. For example, it is o.k. to have wording that says: "Additional items may be added based on new documents recorded before closing." But there must not be vague wording such as this: "Check with title examiner for additional items before closing."
9. The title search date on the title commitment must be less than 30 days old.
10. Both "standard coverage" and "extended coverage" title commitments are acceptable. (The title information on an extended coverage commitment must be identical to the title information that would be on a standard coverage commitment. The only difference is that the Schedule B requirements for an "extended coverage" commitment will call for a survey and will allow the title company to add Schedule B exceptions or requirements for any problems the survey reveals.)
11. There is no need to open an escrow to make a routine dedication. The city will record the dedication directly without sending it through the title company. Often, the city will not actually buy the title insurance described in the commitment or require the applicant to buy it. But, if the city decides to do it (or require the applicant to do it), then the city or the applicant will follow up with the title insurer to pay the insurance premium and satisfy the Schedule B requirements so that the title insurer will issue the policy.
12. The applicant shall inform city staff in writing of any and all title changes that occur after the title commitment is issued.
13. The city reserves the right for city staff to require additional evidence of title, including but not limited to an extended title insurance policy in favor of the city.

# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: \_\_\_\_\_-PA-\_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

### Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)



Current Planning Services  
Long Range Planning Services

## NOTICE OF INSPECTION RIGHTS

A.R.S. § 9-833

### You have the right to:

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
  - Receive copies of any documents taken during the inspection.
  - Receive a split of any samples taken during the inspection.
  - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

### You are hereby notified and informed of the following:

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05, and/or Scottsdale Revised Code, Appendix B, Article I, Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I, Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, \_\_\_\_\_  
at the following number \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

☐ Check box if signature refused

Copy of Bill of Rights left at: \_\_\_\_\_

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
  - 1. Present photo identification on entry of the premises.
  - 2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
  - 3. Disclose any applicable inspection fees.
  - 4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
  - 5. Provide notice of the right to have:
    - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
    - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
    - (c) Copies of any analysis performed on samples taken during the inspection.
  - 6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  - 7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
  - 1. The rights described in subsection A of this section.
  - 2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  - 3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
  - 1. At the time of the inspection.
  - 2. Notwithstanding any other state law, within thirty working days after the inspection.
  - 3. As otherwise required by federal law.



- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
  - 1. Committed intentionally.
  - 2. Not correctable within a reasonable period of time as determined by the municipality.
  - 3. Evidence of a pattern of noncompliance.
  - 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
  - 1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
  - 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
  - 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
  - 1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  - 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
  - 1. Shall not be used to exclude evidence in a criminal proceeding.
  - 2. Does not apply to a municipal inspection that is requested by the regulated person.

# Request for Neighborhood Group/ Homeowners Association



## For Staff Use Only

Time/Date Received \_\_\_\_\_

Time/Date Completed \_\_\_\_\_

### REQUESTOR'S INFORMATION

Requestor's Name: \_\_\_\_\_

Date of request: \_\_\_\_\_ Requestor's Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Method to receive Group/Homeowner information (select one)

E-mail \_\_\_\_\_

Mail Address: \_\_\_\_\_, \_\_\_\_\_, AZ, \_\_\_\_\_

### SITE LOCATION/PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Parcel Number(s): \_\_\_\_\_

Radius around parcel(s) requested: ☐ 300' ☐ 750'

City Pre-application/Case#: \_\_\_\_\_ City Project Coordinator: \_\_\_\_\_

Notification Type? ☐ Citizen Review Plan ☐ Neighborhood Involvement

Any additional information that may be helpful to collect data: \_\_\_\_\_

#### **Please note:**

This list is provided as a one-time use only for preparing a City Planning and Development Service Department application. Currently there is no charge for this service, however, this may change based on demand. Results provided are based only on registered neighborhood groups or associations with the City. All requests will be processed and returned to your attention as soon as possible; in most cases within two business days.

**To Submit your request, or for additional information, please contact:**

**Current Planning Services**  
7447 E. Indian School Rd Suite 105  
Scottsdale, AZ 85251

**Phone: (480) 312-7000**  
e-mail: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)

# Community Input Certification



CASE NO: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

## COMMUNITY INPUT CERTIFICATION

In the City of Scottsdale it is important that all applicants for rezoning, use permit, and/or variances inform neighboring residents, affected school districts, and other parties that may be impacted by the proposed use, as well as invite their input. The applicant shall submit this completed certification with the application as verification that such contact has been made.

DATE	NAME (Person, Organization, Etc. and Address)	Type of Contact		
		Meeting	Phone	Letter

\_\_\_\_\_  
Signature of owner/applicant

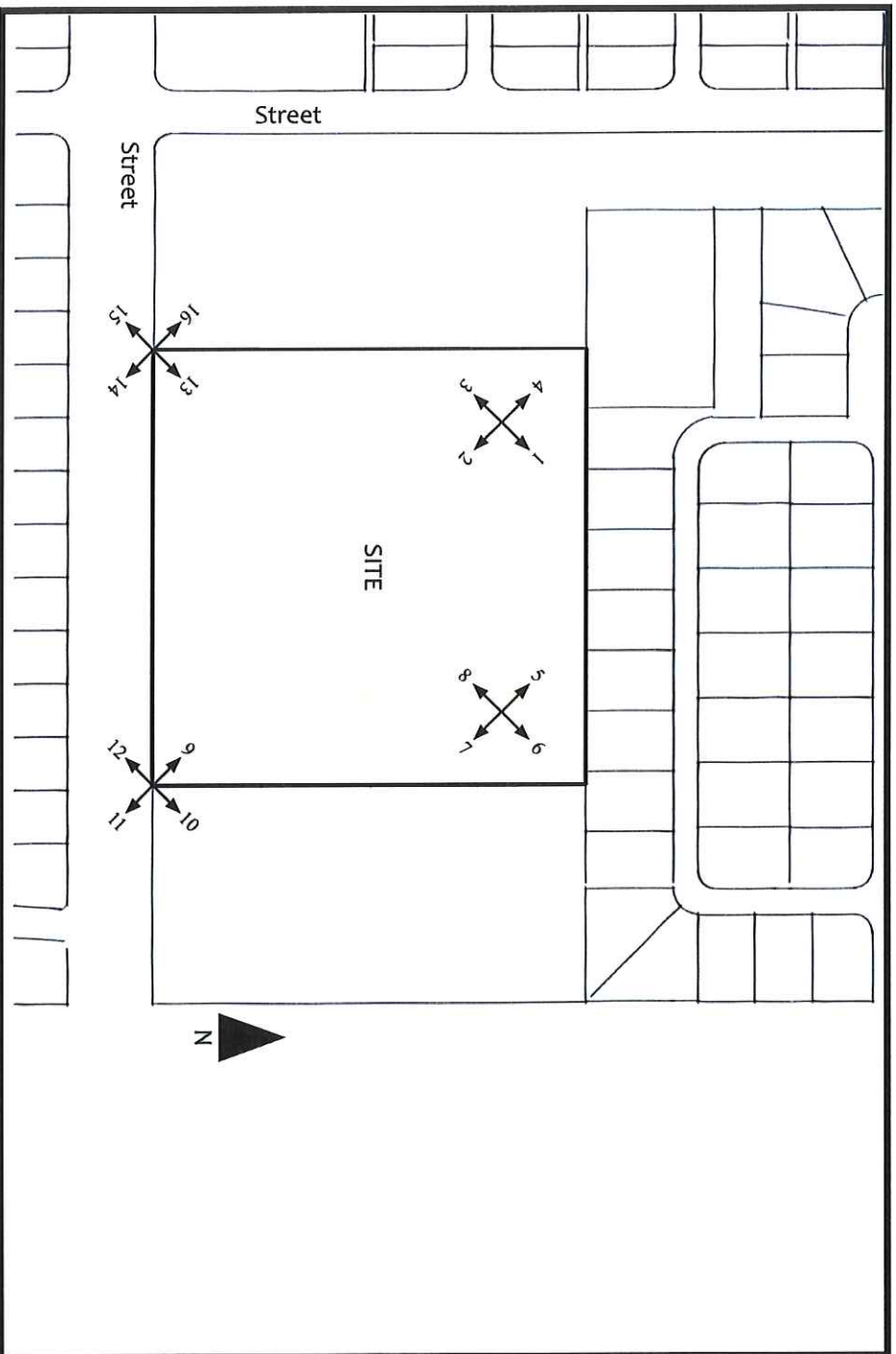
\_\_\_\_\_  
Date


## Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

# Photos of Existing Conditions

7-UP-2019  
8/2/2019



Please Note:  
 = Photograph  
 Number and  
 Direction of  
 View

Please Note:  
 Color photographs are to be taken indicating site conditions and adjacent property.  
 Color photographs are also to be taken of newly developed properties within 1/4 mile - Please provide street address on photographs.



# PROTECTION OF ARCHAEOLOGICAL RESOURCES



## Applicant Fact Sheet

Scottsdale Revised Code, Chapter 46, Article VI

To help identify, preserve, and protect archaeological sites, an **archaeological survey and report** by a qualified archaeologist is required to be submitted for all public or private development project applications within the City of Scottsdale. A qualified archaeologist is an individual or firm meeting the Arizona State Museum's standards and professional qualifications for an archaeologist. The qualifications for archaeologists and a list of qualified archaeological consultants are available from the Arizona State Museum ([statemuseum.arizona.edu/services/cultural-resources-services](http://statemuseum.arizona.edu/services/cultural-resources-services)).

Please contact the Historic Preservation Office at 480-312-2831 or your Project Coordinator for more information on archaeology requirements. The attached list of questions includes the answers to commonly asked questions about the ordinance. For complete information regarding the Preservation of Archaeological Resources Ordinance, please refer to the Scottsdale Revised Code.

### Applicable Development Projects Requiring an Archaeology Survey and Report:

A development project is anything leading to potential ground disturbance, including:

- Rezoning, use permits, master plans, and general plan amendments
- Development Review Board cases, preliminary and final plats
- Lot splits and infrastructure improvements
- Building and grading permits, and native plant removal

### Development Projects Exempt from Requiring an Archaeology Survey and Report (See attached ordinance text if needed):

- **Pending Applications:** Applications for building permits, single family lot splits, development review board, and final plats that are submitted or approved prior to effective date of Ordinance 3243(August 12, 1999).
- **Single Family Homes:** A private single family residence on a single family lot.
- **Less than 1 Acre Disturbed:** Non-residential development with 1 acre or less ground disturbance. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Previously Developed Sites:** Projects on previously disturbed land where 50% or more of the land was already built. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Approved Master Plan:** Master planned development with a previously completed Archeological Survey and Report within the past five (5) years (depending on what is being disturbed). *A mitigation plan may necessary.*
- **Development/Redevelopment Agreements:** Projects subject to a development or redevelopment agreement that already contain specific provisions on archaeological resources.
- **Mapped Exempt Area:** Projects within a land area that has been mapped by the Historic Preservation Commission to be exempt based upon prior surveys and research. As of August 1999 there are no areas mapped as exempt from surveys and reports.

**Note: Requirements on discoveries during construction are applicable to all developments (no exemptions).**

### Review of Archaeology Survey and Report

The archaeology survey and report is submitted along with the development project application. The City Historic Preservation Officer and/or City Archaeologist review the archaeological survey and report for completeness, significant sites identified within the project, and the impacts of the project on identified sites prior to the application acceptance date.

### Archaeological Impact Assessment

- **No Impacts:** If it is determined that survey and report are complete, and the project has no significant resources, or it is documented that the project will not impact significant archaeological resources, then the Preservation Division will sign and issue a Certificate of No Effect. With a Certificate of No Effect, the application may be accepted and the project may proceed.
- **Mitigation Plan:** If it is determined that the project has archaeological impacts, the applicant must submit a mitigation plan. The Historic Preservation Officer and/or City Archaeologist may approve the mitigation plan. More complicated mitigation plans require approval by the Historic Preservation Commission before the application can be accepted. Upon approval of the mitigation plan, the application may be accepted and the project may proceed. Land disturbance can not proceed until the Certificate of Approval is signed. When the approved mitigation plan is satisfactorily completed, a Certificate of Approval can be signed.
- **Economic Hardship:** The Historic Preservation Commission may issue a Certificate of Economic Hardship following a hearing that grants an exemption from the requirement to implement a mitigation plan for reasons of economic hardship. Upon issuance of a Certificate of Economic Hardship, the application may be accepted and the project may proceed.

### Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088





## For Early Notification of Project Under Consideration (White Sign)

# Site Posting Requirements

### SITE POSTING SPECIFICATIONS

	Lettering Size
Early Notification of Project Under Consideration	3 1/2" Bold Letters
Neighborhood Open House Meeting	2" Bold Letters
Date:	1" Bold Letters
Time:	1" Bold Letters
Location:	1" Bold Letters
Site Address:	1 1/2" Bold Letters
Project Overview:	1" Bold Letters
• Request:	
• Description of Project and Proposed Use:	
• Site Acreage:	
• Site Zoning:	
Applicant/Contact:	1 1/2" Bold Letters
Phone Number:	
Email Address:	
Pre-Application #:	1" Bold Letters
Available at City of Scottsdale: 480-312-7000	
Project information may be researched at: <a href="https://eservices.scottsdaleaz.gov/bldgresources/PreApp/Search">https://eservices.scottsdaleaz.gov/bldgresources/PreApp/Search</a>	3/4" Bold Letters
Posting Date:	
- Penalty for removing or defacing sign prior to posting hearing notification sign	
- Applicant Responsible for Sign Removal	

### SITE POSTING INSTRUCTIONS

- Post site at least 10 days prior to the 1st open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.
- Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - Notarized affidavit of posting
  - Date/Time stamped photo of sign
- Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
- The request shall clearly state the correct application type(s) that will be submitted (e.g. Zoning District Map Amendment Conditional Use Permit, etc.) and purpose.
- The City's pre-application number shall be included on the sign.

### Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

- Scottsdale Signs (Sign-A-Rama)  
480-994-4000
- Dynamite Signs  
480-585-3031

- 4' x 4' in size
- Laminated plywood, MDO board, or other weather resistant material
- Front, back, and all edges painted with two coats of white acrylic exterior enamel, or be an integral white color
- Black lettering sized per above (decals)
- Sign attached with 6 screws to 2 -4" x 4" x 8' wood posts, or 2 -2" metal posts



# Site Posting Requirements

For Planning Commission and City Council (Red Sign)

## SITE POSTING SPECIFICATIONS

	Lettering Size
City of Scottsdale Public Notice	1" Bold Letters
<b>ZONING/PUBLIC HEARING</b>	4" Bold Letters
City Hall 3939 North Drinkwater Boulevard Scottsdale, Arizona	1" Bold Letters
PLANNING COMMISSION: 5:00 P.M., (DATE)	1 1/2" Bold Letters
CITY COUNCIL: 5:00 P.M., (DATE)	1 1/2" Bold Letters
Request: Location:	
Case Number: Applicant/Contact: Phone Number Email Address:	2" Bold Letters
City Contact: Phone Number: Email Address:	2" Bold Letters
Case File Available at City of Scottsdale 480-312-7000	1 1/2" Bold Letters
Project information may be researched at: <a href="https://eservices.scottsdaleaz.gov/bldgresources/Cases">https://eservices.scottsdaleaz.gov/bldgresources/Cases</a>	1 1/2" Bold Letters
Posting Date: - Penalty for removing or defacing sign prior to posting hearing notification sign - Applicant Responsible for Sign Removal	3/4" Bold Letters

## SITE POSTING INSTRUCTIONS

1. Post the sign on site approximately 20 days prior, but not less than 15 day prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 day prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign
3. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

## Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

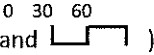
1. Scottsdale Signs (Sign-A-Rama)  
480-994-4000
2. Dynamite Signs  
480-585-3031

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of red acrylic exterior enamel, or integral red color
4. White lettering sized per above (decals)
5. Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts

# Plan & Report Requirements for Development Applications



The following information should be utilized as a guide, but shall not be considered a complete list of required information. Since each development/project is different, the City of Scottsdale reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances, policies and approvals. The information contained within is not the requirements for final plan approval. Contact the Planning and Development Services Department for the Quality Submittal information.

- Additional information may be required depending on zoning district, development, Zoning Case (ZN), Use Permit (UP), Master Design Concept Plan (MDCP), Building and Fire codes, previous Development Review Board (DRB) stipulations, and/or the Design Standards & Policies Manual (DS&PM).
- All plans shall be label and dated.
- All fonts shall be 12 point unless otherwise indicated.
- All plans shall contain a written and bar scale on each plan sheet. (Example 1" = 30'-0" and )
- All plans shall contain the project name, design professional(s), and Owner.
- The plans shall contain the following information indicated with an "☒". The information that is not marked may be required by the district and shall be provided if the district has the development standard. The owner/agent shall provide any item that is not marked if it is included in the development proposal.
- All plans must be folded

## CONTEXT AERIAL WITH THE PROPOSED SITE PLAN SUPERIMPOSED

The context aerial with the proposed site plan superimposed shall contain the following information indicated with an "☒".

- ☒ Show the proposed site plan in relation to surrounding development including the following:
- ☒ Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- ☒ Label surrounding zoning and land uses;
- ☒ Streets including sidewalks, and any surrounding driveways or intersections;
- ☒ Show bike paths and trails; and
- ☒ Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 East Indian School Road, Suite 105).

## Planning and Development Services

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## Plan & Report Requirements for Development Applications

### SITE PLAN

The site plan shall contain the following information indicated with an "☒". The information that is not marked may be required by the district and shall be provided if the district has the development standard.

- The site plan shall address all Zoning Ordinance requirements, ZN, and UP stipulations. The site plan shall match the civil plans, landscape plans, open space plan, Natural Area Open Space (NAOS) plan, and electrical site plan.

- **Project Information**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Project name   | <input checked="" type="checkbox"/> Vicinity map |
| <input checked="" type="checkbox"/> Parcel address | <input type="checkbox"/> Other _____             |

- **Project Data**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Gross and Net lot areas in square feet  | <input checked="" type="checkbox"/> Label all adjacent parcel's zoning |
| <input checked="" type="checkbox"/> Parcel Zoning   | <input type="checkbox"/> Lot Coverage                                  |
| <input checked="" type="checkbox"/> Gross Floor Area  | <input type="checkbox"/> Other _____                                   |
| <input checked="" type="checkbox"/> Bike parking (required, provided, show calculations)  |  |
| <input checked="" type="checkbox"/> Open space (required, provided, show calculations)  |  |
| <input type="checkbox"/> Private open space per unit type (required, provided, show calculations)   |  |
| <input type="checkbox"/> Number of residential units identified by the number of bedrooms   |  |
| <input type="checkbox"/> Natural Area Open Space (NAOS) (required, provided, show calculations)   |  |
| <input type="checkbox"/> Density (allowable, provided, show calculations)   |  |
| <input type="checkbox"/> Floor Area Ratio (allowable, provided, show calculations)  |  |
| <input type="checkbox"/> Gross Floor Area Ratio (allowable, provided, show calculations) (All Downtown Area applications)   |  |
| <input checked="" type="checkbox"/> Parking (required, provided, show calculations) (Floor plan work sheets, addressing the parking requirements, shall be provide for all bar and live entertainment applications) |  |
| <input checked="" type="checkbox"/> Accessible parking (required, provided, show calculations)  |  |
| <input type="checkbox"/> Covered parking if provided:   |  |

➤ (In a commercial establishment, when covered parking is provided for employee use only, then an equal percentage of accessible covered parking is not required. When covered parking is provided for the general public use in a commercial establishment, an equal percentage of accessible cover parking shall be provided.)

➤ (When covered and/or garage parking is provided in a multi-family uses, an equal percentage of accessible covered and/or garage parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest sidewalk).

- **Plan**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Scale minimum 1" = 40'-0"                             | <input checked="" type="checkbox"/> North arrow                          |
| <input checked="" type="checkbox"/> Dimensions parcel from nearest monument line          | <input checked="" type="checkbox"/> Parcel Dimensions                    |
| <input checked="" type="checkbox"/> Show each structure's/building's footprint            | <input checked="" type="checkbox"/> Dimension and label the right-of-way |
| <input checked="" type="checkbox"/> Dimension between each structure/building             | <input checked="" type="checkbox"/> Dimension and label all easements    |
| <input checked="" type="checkbox"/> Dimension from building(s) to each property line      | <input type="checkbox"/> Proposed median improvements                    |
| <input checked="" type="checkbox"/> Indicate sidewalk locations, pavement types, and size | <input checked="" type="checkbox"/> Dimension parking aisle and stalls   |
| <input type="checkbox"/> Label and dimension the Scenic Corridor easement                 | <input type="checkbox"/> Label the NAOS easement                         |

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## Plan & Report Requirements for Development Applications

- ☐ Show the location of the proposed trails
- ☒ Identify the location of the bike parking.
- ☒ Lowest finished floor for each building is labeled (may be provided on the civil plans)
- ☒ Perimeter wall(s) and screen wall(s) locations shall be shown graphical
- ☒ Provide a dimension from the right-of-way centerline to the face of curb
- ☒ Show all right-of-way improvements (street, sidewalk, driveway, etc.)
- ☒ Indicate location of above ground utility equipment and screening (screening may be landscaping).
- ☒ Whenever an accessible route is separated from a building by a drive aisle, a stripped accessible route shall be provided to the nearest public entrance.
- ☒ Provide a minimum of three top-of-curb elevations (large site will require more) on each adjacent street (may be provided on the civil plans)
- ☒ Provide the total number of parking stalls in a consecutive line.
- ☐ Fountains/water features shall be in conformance with section 49-242. All fountains require the approval of City of Scottsdale's Water Resource Department.
- ☒ The site plan shall address ADA accessibility access requirements.
- ☒ Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections)
- ☐ Landscape islands when required shall be provided at a minimum of every fifteen (15) parking spaces (ten (10) spaces in the Downtown Area). Landscape islands are required when twenty (20) parking spaces are provided on a property.
- ☒ A Landscape islands shall have an interior curb dimension of 7'-0" (This is required if the Landscape islands is to be counted as parking lot landscaping). A Landscape islands shall have a minimum interior curb dimension of 4'-0" if a tree is to be planted. Provide dimensions on the plan.
- ☒ Periodic typical standard parking stall dimensions shall be provided on the plans.
- ☒ All accessible stalls (11'-0" and 5'-0" aisle access without bollards) dimensions shall be provided on the plans.
- ☒ Drive aisles shall be dimensioned.
- ☒ Landscape buffer zones pursuant to Article X of the Zoning Ordinance.
- ☒ Show the location of the refuse enclosure. The refuse enclosure and design shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provided on the plan).
- ☐ For all development in the Downtown Area that has buildings with a façade width of two hundred (200) feet or greater, shall provide separate Site Plan that includes the Prevailing Setbacks for Buildings Adjacent to a Public Street as defined by the Downtown District "D" of Zoning Ordinance. The area utilized to calculate the Prevailing Setback shall be graphically shown, hatched and dimensioned.
- ☒ Fire Department requirements. (See requirements at the end of this packet)
- ☐ Other \_\_\_\_\_

### SITE DETAILS

Site Detail may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- The site details may be provided on the site plan or a separate sheet.
- ☒ Lot light pole details shall include color, finish and height.
- ☒ Screen wall and site wall elevation details shall be provided, call out colors and material finishes.
- ☒ Provide the elevations of the refuse enclosure. The refuse enclosure and designed shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provide on the plan).

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## Plan & Report Requirements for Development Applications

- ☐ Carport details (if approval is desired as part of overall approval). Call out the color and finish of the canopy structure. If lighting is proposed, then a canopy cross-section must be provided showing that the proposed light fixture is recessed and shielded by the canopy fascia. (Accessible carport minimum clearance is 98" measured from the highest stall grade beneath canopy to the lowest cross member of the canopy.)
- ☐ Other \_\_\_\_\_

### PEDESTRIAN AND VEHICULAR CIRCULATION PLAN

Pedestrian and Vehicular Circulation Plan may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ The Pedestrian and Vehicular Circulation Plan shall clearly delineate the pedestrians and vehicle routes through a site. In addition, the Pedestrian and Vehicular Circulation Plan shall clearly delineate the hierarchy of the pedestrian and vehicular circulation routes.
- ☒ The pedestrian and vehicular circulation routes shall have separate unique identification symbols that also are unique in the manner to identify the hierarchy of the routes.
- ☐ Other \_\_\_\_\_

### FLOOR PLAN WORK SHEETS

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ Floor plan work sheets for bars and restaurants shall graphical identify Bar area, and kitchen area, as defined by the Zoning Ordinance. Each separate area shall identify the total square footage to the hundredth place, the gross floor area shall be provided.
- ☒ Floor plan worksheet for multi-family residences shall identify the total gross floor area of the individual unit
- ☒ The required private open space calculations shall also be provided on the plans.
- ☒ The private open space area for each unit shall by hatching and identify the total square footage to the hundredth place.
- ☐ Other \_\_\_\_\_

### FLOOR PLAN WORK SHEETS ADDITIONAL REQUIREMENTS (PROJECTS IN THE DOWNTOWN AREA)

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- ☒ Dimension the maximum building length of each as defined by the Zoning Ordinance.
- ☒ Dimension the horizontal exterior wall surface of each break and offset as defined by the Zoning Ordinance.
- ☐ Dimension the width of the Private Outdoor Living Space.
- ☐ Each separate Private Outdoor Living Space area shall identify the total square footage to the hundredth place.

### OPEN SPACE PLAN (SITE PLAN WORK SHEET)

The following information indicated with an "☒" shall be provided on the open space plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- ☒ An open space plan shall be provided addressing all Zoning Ordinance requirements, ZN and UP stipulations.
- ☒ Total open space area required (show calculations), and the total area provided in square feet shall be identified on the plan.

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## Plan & Report Requirements for Development Applications

- ☒ Each calculated area on the open space plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The 2'-0" overhang of a parking stall shall not be counted toward the parking lot landscape or the open space requirements.
- ☒ Front open space shall be identified by a distinctively different hatch pattern.
- ☒ All retention surface areas in the front open space shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The retention area shall not be deducted from the front open space area.
- ☒ Parking lots that have more than 20 parking spaces, shall provide an area equal to a minimum of 15% of the parking lot, as landscape open space. Parking lot landscaping is in addition to the district's open space requirements. A median planter, that is to be counted as landscape open space, shall have an interior curb dimension of 7'-0" and a minimum square footage of 120 sqft. The 2'-0" overhang of a parking stall shall not be counted toward the landscape open space requirement. Landscape area that is located more than ten (10) feet from a drive aisle or parking shall is not considered parking lot landscape open space.
- ☐ Other \_\_\_\_\_

### NAOS PLAN (ELS Areas)

When a NAOS plan is required, the following information indicated with an "☒" shall be provided on the NAOS plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- The NAOS plan and the open space plan address different Zoning Ordinance requirement and are to not be combined in to one plan.
- ☒ A slope analysis graphic shall be provided with the NAOS plan.
  - The slope analysis shall be sealed and signed by a Civil Engineer, Landscape Architect, or Surveyor Registered in Arizona.
  - The slope analysis graphic shall clearly identify all slope categories, as defined by the Zoning Ordinance, by hatching, separate colors, etc.
  - Based on the gross lot area, the slope analysis shall identify all slope category total square footage to the hundredth place. The chart shall be representative of the Table 6.1060.A of the Zoning Ordinance.
- ☒ Total NAOS area required in sqft (show calculations based on the slope category), and the total area provided shall be identified on the plan.
- ☒ The total allowable revegetated NAOS in sqft (show calculations) and the total provided revegetated NAOS areas shall be identified on the plan.
- ☒ Each total calculated NAOS area on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- ☒ Each calculated area's revegetated NAOS on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- ☒ Each calculated area minimum square footage and width must meet the Zoning Ordinance requirements.
- ☒ Sidewalks, drive aisles, rip rap, drainage structures, streets, paved path, and similar shall not be counted as NAOS.
- ☒ NAOS that is to be dedicated adjacent to a wall shall be identified as revegetated NAOS for a width of 5'-0" and the length of the wall.
- ☒ NAOS that is to be dedicated adjacent to a driveway or parking lot shall be identified as revegetated NAOS for a minimum width of 5'-0" and the length of the driveway or parking lot.
- ☒ NAOS that is to be dedicated over public utility, water line, and sewer line easements shall be identified as revegetated NAOS for a width and length of the easement within the NAOS easement.

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## Plan & Report Requirements for Development Applications

- ☒ NAOS that is to be dedicated over private utilities shall be identified as revegetated NAOS for a minimum width of 10'-0" and the length of the improvement within the NAOS easement. Additional area may be required based on the type and size of the improvements.
- ☒ NAOS shall not be dedicated within 5'-0" of a building.
- ☒ NAOS dedicated within 10'-0" of a building shall be identified as revegetated NAOS.
- ☐ Other \_\_\_\_\_

### **BOULDER FEATURES, BOULDER COLLAPSE, UNSTABLE SLOPES, NATURAL LANDMARKS AND ARCHAEOLOGICAL SITES, AND PROTECTED PEAKS AND RIDGES PLANS**

#### **(ESL areas – When required)**

- The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Plans are color aeriels of the parcel(s) to be developed addressing the Zoning Ordinance requirements.
- Two plans are required:
  - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan, and
  - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan.

#### **The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan:**

- ☒ 1-foot Contour lines are to be shown, and every 5 foot contour is to be labeled with the elevation.
- ☒ Existing parcel lines are to be shown and dimensioned.
- ☒ Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.

#### **The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan:**

- ☒ Proposed parcel lines are to be shown and dimensioned.
- ☒ Proposed building envelopes are to be shown.
- ☒ Existing parcel lines are to be shown and dimensioned.
- ☒ Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.
- ☐ Other \_\_\_\_\_

#### **MASTER THEMATIC ARCHITECTURAL CHARACTER PLAN**

- The Master Thematic Architectural Character Plan shall include the primary and secondary architectural themes and design guidelines for all structures within a development.

### **Planning and Development Services**

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### ELEVATIONS

The following information indicated with an "☒" shall be provided on the elevations for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- ☒ The elevations shall address Zoning Ordinance requirements, ZN, and UP stipulations.
- ☒ The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- ☒ Building colors and materials shall address the Zoning Ordinance requirements, and their locations shall be clearly indicated on the elevations.
- ☒ All roof-mounted equipment shall be dashed in on all elevations. Roof-mounted equipment shall be completely screened by parapet or a screen wall. Screen walls shall utilize architectural colors and material finishes that match the building. (Line of sight is not a recognized method of screening.)
- ☒ Any wall-mounted lights shall be labeled and dimensioned to the top of the fixture. Exterior wall-mounted lights are considered site lighting and shall be included in the photometrics calculations.
- ☒ The colors and materials shown on the color elevations shall match the color and material board.
- ☐ Other \_\_\_\_\_

### ELEVATION WORKSHEET(S)

The following information indicated with an "☒" shall be provided on the elevation work sheets for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- Required for all Development applications for/with Planned Unit Development (PUD), Downtown, or Downtown Overlay zoning when elevations are required to be submitted.

### Inclined Step Back Elevation Plans

- ☒ The elevations shall include the location of the curb adjacent to the building and a dimension from the curb to the closest building wall.
- ☒ Show and dimension the location of the inclined step back plane on all elevations.
- ☒ Label the corresponding line, 1:1 and 2:1 for the incline setback.
- ☒ Dimension the height of the inclined step back plane and each transition between the 1:1 and 2:1 step back on all elevations.
- ☒ The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- ☒ Dimension the height of the mechanical screening.
- ☒ Provide the total surface area and the total allowable area of encroachment in a data table to the hundredth place.
- ☒ Indicate the location of the areas of the building that encroaches into the inclined step back with a hatch pattern. Each area shall be calculated separately, and each area's individual square footage shall be identified to the hundredth place. Provide the total area of encroachment in the data table.



**ROOF PLAN WORKSHEET(S)**

The following information indicated with an "☒" shall be provided on the roof plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- Roof plans shall be required when the mechanical screening will exceed the allowable building height.
- ☒ The total area of the roof shall be provided in a data table on the plan.
- ☒ The area of the mechanical screen shall be identified by hatching, etc. Each separate area shall identify the total square footage to the hundredth place, and the total area shall be provided in the data table on the plan.
- ☒ Developments in the ELS areas shall label all parapets, peaks, and ridges with the above sea level elevations based on the '88 datum and 1 foot contours shown.
- ☒ Dimension the location mechanical screening from the parapet.

**PERSPECTIVE ELEVATIONS**

- ☒ The perspective elevation shall be drawn to scale.
- ☒ The colors and materials shown on the color elevations shall match the color and material board.
- ☒ Any plant shown in the perspective shall match the plant type and location shown in the landscape plan.

**STREETSCAPE ELEVATIONS**

- ☒ The streetscape plans shall include at least the buildings on both sides of the elevation; the project coordinator may require the elevation to include additional buildings of the existing streetscape.
- ☒ The material and color shall match the material board

**TRANSITIONS PLAN(S)**

- ☒ The dimensioned transition plans shall include site cross sections with the proposed and adjacent development shown. In addition, plans shall be provided to demonstrate how the proposed development transitions to existing development, and how the proposed development will mitigate real and perceived impacts on the adjacent property.

**ELECTRICAL SITE PLAN**

The following information indicated with an "☒" shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ The electrical site plan shall address the Zoning Ordinance, ZN, and UP stipulations regarding onsite lighting.
- ☒ The electrical site plan shall match the architectural site plan, and shall provide a light fixture schedule that includes symbol, manufacture number, and lamp wattage.
- ☒ All exterior lighting shall be identified on this plan.
- ☒ All exterior lights shall include an identifier (symbol or letter, ex. ⊖ or SA) that shall be cross-referenced to the light schedule and photometrics.
- ☒ The locations of the light poles shall not be located in the parking stall overhang.
- ☐ Landscape lighting is considered on site lighting and shall be identified on the Plans. Landscape lighting maybe shown on a separate plan sheet
- ☐ Other \_\_\_\_\_

### EXTERIOR ON SITE LIGHTING DETAILS

The following information indicated with an "☒" shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ All exterior fixture lighting manufacture cut sheets shall be provided on 24"x36" paper, 8 1/2" x 11" separate sheets will not be accepted. Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.) The cut sheets shall include:

- Light fixture manufacture number
- Plan identification symbol or abbreviation
- Fixture graphic
- Fixture type
- Fixture add-ons if utilize
- Lamp type utilized
- All photometric data
- Candela distribution curve

- ☒ All exterior lighting manufacture cut sheets shall address the Zoning Ordinance, ZN, and UP stipulations. All cut sheet information shall be legible. Information that is not legible shall not be accepted. (State law prohibits Mercury Vapor lighting.)

- ☐ Up-lighting, if proposed, must be identified at the time of the DRB application. (State law prohibits the use of High Intensity Discharge up-lights over 70 watts.)

- ☐ Other \_\_\_\_\_

### PHOTOMETRICS

The following information indicated with an "☒" shall be provided on the with the Photometrics plans that are to be provided for the entire site addressing Zoning Ordinance, ZN, UP, DRB, Design Guidelines, and the Staff Policy for Site Lighting. Additional information may be required by staff after they have evaluated the design.

- There is a minimum of two photometric studies required for each project. They are (1) the horizontal illuminance on the site, and (2) the vertical light trespass around the perimeter of the site. Each plan requires the following information:
  - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grip point symbols (example: \*), shall have a maximum spacing of 10'-0" between each point across the entire site, and 10'-0" past the property line. The vertical photometric plan grid point shall be provided only along the property line with a maximum spacing of 10'-0" between each point.
  - A foot-candle reading shall also be provided under at least one of each light fixture type.
  - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
  - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
  - The plan shall identify the total maintenance (light loss) factor utilized.
    - The maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.

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Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, average illuminance shall be provided for the grid.)

- The Light Trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings 6'-0" above grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plans reading shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors utilized.
- The Photometrics plan shall provide a lighting fixture summary table that presents the following information:
  - Plan identification symbol or abbreviation
  - Fixture type (include the manufacture product identification catalog number)
  - Lamp type (include the manufacture product identification catalog number and wattage)
  - Lamp Lumens
  - Lamp degree Kelvin
  - Fixture lens height above lowest adjacent finished grade
  - Total Light loss factor utilized.

### LANDSCAPE PLAN

The following information indicated with an "☒" shall be provided on the landscape plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

#### Plant Palette:

- The landscape plans shall contain an over plant palette.
- ☒ Each plant type shall be identified by its common and botanical name
- ☒ Each plant type including salvage plant material shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
- ☒ All plants shall be assigned a planting size.
- ☒ Trees over 15 gallons shall be identified by the trunk caliper size.
- ☐ Turf shall be identified by the total square footage (sqft) provided.
- ☒ All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list. All plant material utilized in the right-of-way in Environmental Sensitive Lands (ESL) areas shall be on the ADWR and ESL Overlay plant lists.
- ☐ All plants utilized on site shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list.
- ☒ If water-intensive plants (any plant not on the ADWR) are utilized, the maximum allowable square feet (sqft) shall be indicated adjacent to the plant list, pursuant to the City of Scottsdale City Code Section 49-245,

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49-246, and 49-247 (show the calculation). The total growth area in sq ft of the water intensive plants shall be provided.

- When water-intensive plants are utilized, the total landscape water usage shall be provided on the plans. The maximum water usage for the entire development shall not exceed 10 acre-feet per year. If usage exceeds this amount, written approval must be obtained from the City of Scottsdale's Water Resource Department (SWRD).

- ☒ All plant palettes in the ESL overlay zoning shall utilize plants from the City of Scottsdale's ESL Plant List.
- ☐ Hydro-seed mixtures shall be identified separately from the plant list. Each plant in the Hydro-seed mixture shall be identified by its common and botanical name. Depending on the location in the city, the mixture may be required to be selected from the ESL Overlay plant list.

### Landscape Planting Plan

- ☒ The scale of the landscape plan shall match the scale utilized for the site plan.
- ☒ North arrow
- ☒ All disturbed areas without structures or hardscape improvements shall be revegetated.
- ☒ Show the location of all plants to be planted in accordance with the Zoning Ordinance and any landscaping to remain.
- ☒ Hydro-seed area shall be clearly indicated on the plans by hatching, etc. The maximum separation of planted plants in a hydro-seed area is 10 feet.
- ☒ Scenic Corridors shall be maintained and/or revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines.
- ☒ Medians landscaping shall be provided in accordance with the DS&PM.
- ☒ All easements shall be shown and labeled.
- ☐ All NAOS areas, natural and revegetated shall be shown and labeled.
- ☒ Trees shall not be planted in the Public utility Easements(s).
- ☒ All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- ☒ Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections).
- ☒ Multi-truck trees shall not be provided in the SVT.
- ☒ Trees shall not be planted within 7'-0" of a public water line and/or sewer line.
- ☐ Boulders are considered fixed objects and shall not be placed within the roadside clear zone. Refer to DS&PM for placement criteria.
- ☐ Other \_\_\_\_\_

### WATER AND WASTEWATER BASIS OF DESIGN REPORTS

- The Water and Wastewater Basis of Design Reports shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

## Planning and Development Services

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**WATER AND WASTEWATER MASTER PLANS**

- The Water and Sewer Master Plans shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

**DRAINAGE REPORT**

- The drainage report shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

**CIVIL GRADING AND DRAINAGE PLAN**

- The civil grading and drainage plan shall be prepared in accordance with the DS&PM requirements. The plan shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

☒ Proposed roadway and driveway slopes shall be indication on the plans.

- Driveway and roadway slopes shall comply with the DS&PM. ESL zoned areas also shall comply with the Design Guidelines & Policies for Environmentally Sensitive Lands handbook.

☐ Other \_\_\_\_\_

**FIRE DEPARTMENT REQUIREMENTS**

The following information is to be utilized as a guide; all projects are subject to the City of Scottsdale's Fire Ordinance and shall be designed accordingly.

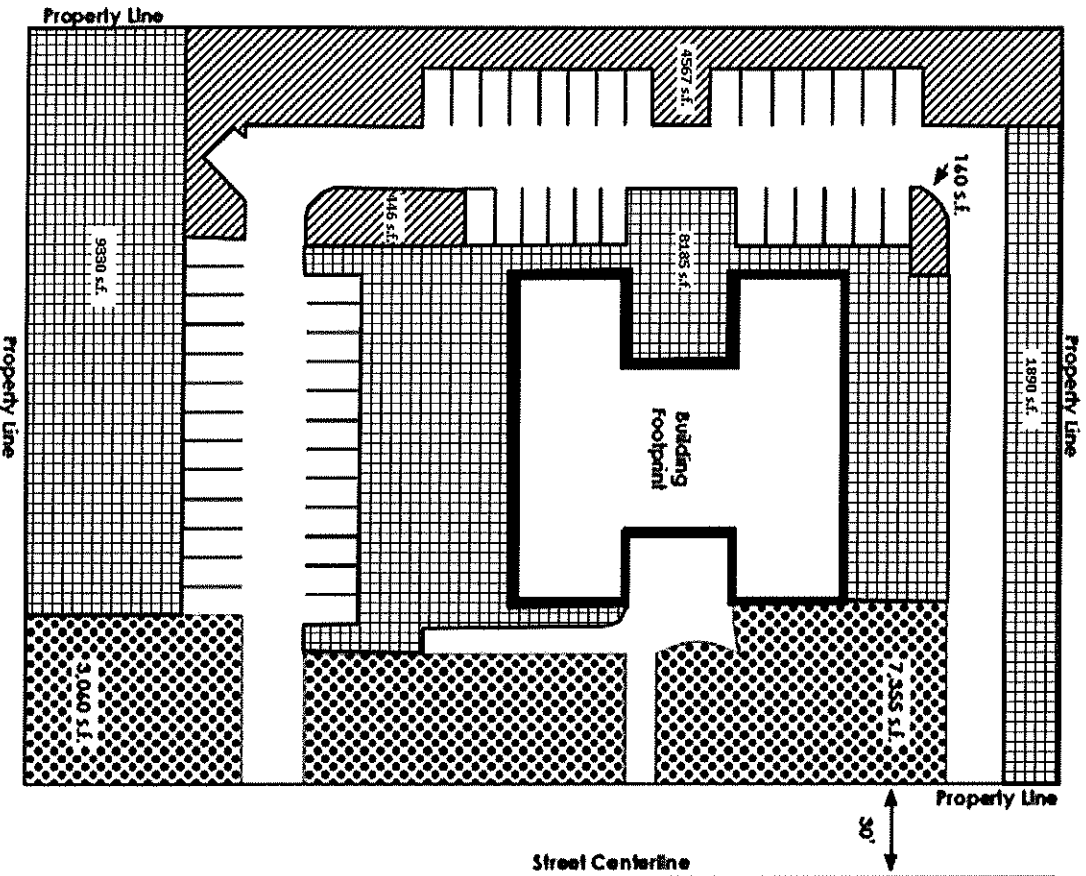
- ☒ Show Fire Department design requirement in accordance with the DS&PM.
- ☒ Show the fire truck turning radii on site at all drive corners and turns in accordance DS&PM.
- ☒ Show the location of the Fire Riser Room in accordance with the Fire Code.
- ☒ Show the proposed and existing fire hydrate locations on the site plan.
- ☒ A knox and strobe access system shall be provided for all gates. The location is to be shown on the site plan.
- ☒ Two points of fire department access shall be provided unless otherwise determined by the Fire Department. These locations shall be shown on the site plan and shall address all Fire Ordinance requirements.

- There shall be no parking within a fire lane. Fire lane shall be indicated on the site plan.
- A minimum cross section for two-way traffic for drive aisle without parking adjacent shall be 20-feet. When parking is provided adjacent to the drive aisle, additional width requirements are required.
- The minimum street cross section for one-way traffic shall be 20-feet in width from the face of curb to the face of curb.
- The gate opening for gated entries shall be a minimum of 20-feet.
- Looped water systems shall be provided on site as required by the Fire Ordinance.



# Open Space Plan (Site Plan Worksheet)

## Sample



Project Data Zoning: I-1  
Net Lot Area: 79,008 s.f.  
Building Height: 22'

(SEE ZONING ORDINANCE FOR ZONING DISTRICT REQUIREMENTS)

Open Space Calculations

Required Open Space:  
maximum building height = 22' proposed (36' allowed)  
first 12' of height = 10% x net lot area  
= .10 x 79,008 = 7,900.8 s.f.  
next 10' of height = 10' x .004 x 79,008 = 3,160.32 s.f.

Open Space Required (not including parking lot landscaping)  
= 7,900.8 + 3,160.32 = 11,061.12 s.f. (14%)  
Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required  
parking lot area x 15%  
18,037 s.f. x 1.5 = 2,706 s.f.  
Parking Lot Landscape Provided = 5,596 s.f.

NOTE: PARKING LOT LANDSCAPING REQUIREMENTS IN ADDITION TO REQUIRED OPEN SPACE

- Denotes Front Open Space  
10,927 s.f. total
- Denotes Open Space other than Frontal Open Space  
15,982 s.f. total
- Denotes Parking Lot Landscaping  
5,595 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS

# City Policy for Exterior and Site Lighting



## PURPOSE:

Encourage quality site lighting design while providing a sense of safety and security by reducing excessive light levels, light trespass and glare.

## DESIGN PRINCIPLES:

- The use of lighting should be integrally designed as part of the built environment and should reflect a balance for the lighting needs with the contextual ambient light level and surrounding nighttime characteristics of our community. In conjunction with the Zoning Ordinance, recommended light level guidelines and uniformity ratios established by the Illumination Engineering Society of North America (IESNA) in the IESNA Lighting Handbook (current edition) should be considered when determining appropriate lighting design solutions. All exterior lighting design require the approval of the Development Review Board (DRB).
- Lighting designs should be designed to minimize glare, light trespass, energy conservation and to maintain dark skies. The lighting designers should consider utilizing per-curfew and post-curfew lighting designs with automatic control systems to eliminate excessive light during non-active hours of site and building operation.
- Full cut-off fixtures, mounting heights and shielding should be utilized to effectively control glare and light trespass.
- Any exterior lighting designs shall take into account all exterior lighting sources.
- Architectural lighting, if proposed, shall be included with the DRB application. Architectural lighting should only be utilized to highlight special features. Lighting of expansive wall planes, towers and roofs or the use of architectural lighting that results in "hot spots" should be avoided.
- Landscape lighting, if proposed, shall be included with the DRB application. Landscape lighting should only be utilized to accent landscaping, be pointed away from property lines, and fixtures shall contain extension shields to minimize glare and light source visibility.

## ILLUMINANCE RECOMMENDATIONS

Ambient Light Level *	Recommended Maintained Footcandles ( <i>based on IESNA RP-20-98</i> ) (horizontal fc measured at grade)	
	Average	Maximum
E-1 – Intrinsically Dark Areas	1	4
E-2 – Estate/Rural Areas	1.5	6
E-3 – Suburban Areas	2	8
E-4 – Urban/Pedestrian Activity Areas	2.5	10

## LIGHT TRESPASS LIMITATIONS

Ambient Light Level *	Recommended Maintained Footcandles ( <i>based on IESNA RP-33-99</i> ) (vertical fc measured six (6) feet above grade at property line)
E-1 – Intrinsically Dark Areas	0.1
E-2 – Estate/Rural Areas	0.3
E-3 – Suburban Areas	0.8
E-4 – Urban/Pedestrian Activity Areas	1.5

\* Refer to the Design Standards & Policy Manual for general Environmental Zone Locations (E-#). These locations are a guide, but are not conclusive and are subject to the approval of the DRB.

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# City Policy for Exterior and Site Lighting



## SUBMITTAL REQUIREMENTS:

### Exterior On-Site Lighting Details:

- All exterior fixture lighting manufacture cut sheets (to be provided on 24" x 36" paper). Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.)
  - Plan identification symbol or abbreviation
  - Fixture graphic
  - Fixture type
  - Fixture add-ons, if utilized
  - Lamp type utilized
  - All photometric data
  - Candela distribution curve

### Photometrics:

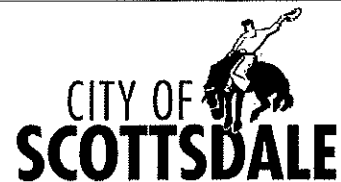
- Photometric plans shall be provided for the entire site addressing Zoning Ordinance, rezoning cases (ZN), conditional use permit cases (UP), Development Review Board cases (DR), Design Guidelines, and this City Policy for Exterior and Site Lighting. Additional information may be required by staff after they have evaluated the design.
- There is a minimum of two photometric studies required for each project. They are: (1) a horizontal illuminance analysis for the site, and (2) a vertical light trespass analysis around the perimeter of the site. Each plan requires the following information:
  - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grid point symbols (example: \*), shall have a maximum spacing of ten (10) feet between each point across the entire site, and shall extend ten (10) feet beyond the property line or area of site. The vertical photometric plan grid point shall be provided only along the property line or edge of site with a maximum spacing of ten (10) feet between each point.
  - A foot-candle reading shall also be provided under at least one of each light fixture type.
  - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
  - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
  - The plan shall identify the total maintained maintenance (light loss) factor utilized.
- The total maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.
  - Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, and average illuminance shall be provided for the grid.)
- The light trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings six (6) feet above the grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plan readings shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors are utilized.
- The photometric plan(s) shall provide a lighting fixture summary table that presents the following information:
  - Plan identification symbol or abbreviation
  - Fixture type (include the manufacture product identification catalog number)
  - Lamp type (include the manufacture product identification catalog number and wattage)
  - Lamp lumens
  - Lamp degree Kelvin
  - Fixture lens height above lowest adjacent finished grade
  - Total light loss factor utilized

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# Development Application

## Drainage Submittal Information



### Purpose:

The purpose of the information document is to assist applicants and City Staff determine what drainage information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

Pre Development Site Condition		Case Type	Development Application Requirements	Comments
<input type="checkbox"/>	Any project site having a 50 cfs wash or is designated as SFHA.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	ZN, UP	No Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas. Assuming a drainage report will be provided with the DR, PP, or II case.
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	DR, PP, II, AB, BOA	Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas.
<input type="checkbox"/>	Any project that disturbs or alters an existing water course or drainage easement.	ZN, DR, PP, II, UP, AB, BOA	Drainage report per the DSPM.	Cell sites disturbing a water course or drainage easement.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	ZN, UP, AB, BOA	No drainage report per the DSPM.	Includes new and redevelopment type projects.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	DR, PP, II	A detailed grading and drainage plan showing the lowest floor elevations for all structures, per the DSPM. No drainage report.	Includes new and redevelopment type projects. Cell Sites.
<input type="checkbox"/>	Any large project, that will not increase the impervious area. More than 1 acre of disturbed area.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	Includes new and redevelopment type projects. Drainage report is needed to ensure pre development flowrates don't exceed post development flowrates.

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8/2/2019



# Native Plant Submittal Requirements



This information pertains to submittals made for native plant permit with the exception of a single-family custom home. Submittals must be complete and submitted at the One Stop Shop for review and approval.

## Sec. 7.500. Native Plant Materials.

1. Native Plant narrative and Application Form.
2. Three (3) copies of the site plan aerial with plat overlay indicating the location by tag number of each plant, which is required to be protected by the Native Plant Ordinance.
3. Three (3) copies of the plant inventory performed by a salvage contractor\*, (which corresponds to the tag number on the site plan) indicating the following:
  - a) plant type
  - b) Plant size in caliper inches
  - c) Plant salvage ability\*
  - d) Whether the plant will remain in place, be moved to another location, or be destroyed\*\*
4. Plant nursery location
5. Copy of vicinity map indicating the location of the project.
6. Copy of Natural Area Open Space exhibit if applicable for the site.
7. Notice when plant materials have been tagged in the field for City staff review with the following:
  - a) Plastic tape to correspond to the determinations made in 3.d.above:
    - White tape - remain in place
    - Red tape - moved to another location
    - Blue tape - destroyed
  - b) Tag numbers that correspond to the site plan and to the plant inventory
  - c) Tag number is to be transferred to the side of the box when side boxing is completed
8. Letter of Authorization from the property owner identifying the salvage contractor\* for the project and verifying that all plants are to be re-planted on site.
9. A copy of the form notifying the Arizona Department of Agriculture, Native Plant section at 602-542-4373, of the Notice of Intent to Clear Land.

\*\*Any plant that is determined to be unsalvageable must have an explanation of the present status of the plant material

\*\*Any plant that is destroyed must have an explanation detailing why the plant cannot remain in place or be moved

\*Salvage contractor must be listed on the "Native Plant Salvage Contractor's With Acceptable methodologies on File with the City of Scottsdale's list.

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# Section 404 Certification Form



Before the City issues development permits for a project, the developer's Engineer or the property owner must certify that it complies with or is exempt from Section 404 of the Clean Water Act of the United States. Section 404 regulates the discharge of dredged or fill material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes and arroyos) or other waters of the United States.

Prior to submittal of improvement plans to Project Review, this form must be completed (and submitted with the improvement plans) as evidence of compliance.

## Certification of Section 404 Permit Status:

Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_ Case No.: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

A registered Engineer or the property owner must check the applicable condition and certify by signing below that:

**1. Section 404 does apply to the project because there will be a discharge of dredged or fill material to waters of the U.S., and:**

☐ A Section 404 Permit has already been obtained for this project.

or

☐ This project qualifies for a "Nationwide Permit," and this project will meet all terms and conditions of the applicable nationwide permit.

**2. Section 404 does not apply to the project because:**

☐ No watercourse waters of the U.S. exist on the property.

☐ No jurisdictional waters of the U.S. exist on property. Attached is a copy of the COE's Jurisdictional Determination.

☐ Watercourses or other waters of the U.S. do exist on the property, but the project will not involve the discharge of dredged or fill material into any of these waters.

**I certify that the above statement is true.**

\_\_\_\_\_  
Engineer's Signature and Seal, or Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/ Company

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## Sec. 1.400. CONDITIONAL USE PERMITS.

### Sec. 1.401. Issuance.

Conditional use permits, which may be revocable, conditional or valid for a specified time period, may be granted only when expressly permitted by this ordinance and, except in the case of conditional use permits for adult uses under Section 1.403(A), only after the Planning Commission has made a recommendation and the City Council has found as follows:

- A. That the granting of such conditional use permit will not be materially detrimental to the public health, safety or welfare. In reaching this conclusion, the Planning Commission and the City Council's consideration shall include, but limited to, the following factors:
  1. Damage or nuisance arising from noise smoke, odor, dust, vibration or illumination.
  2. Impact on surrounding areas resulting from an unusual volume or character of traffic.
- B. The characteristics of the proposed conditional use are reasonably compatible with the types of uses in the surrounding areas.
- C. The additional conditions specified in Section 1.403, as applicable, have been satisfied.

The burden of proof for satisfying the aforementioned requirements shall rest with the applicant. (Ord. No. 2552, § 1, 4-20-93; Ord. No. 2830, § 1, 10-17-95)

### Sec. 1.402. Violation, amendment, revocation.

Conditional use permits which have been approved by the City Council shall be subject to the following procedures and criteria regarding any violation, amendment, revocation.

- A. *Violation.* The violation of any condition imposed by the conditional use permit shall constitute a violation of this ordinance and shall be subject to the requirements of Section 1.1400.

B. *Amendment.* Conditional uses shall be developed in conformance to the approved plans as determined by the Zoning Administrator. An amendment to a conditional use permit is required before implementation of any material change in the scope and nature of an approved conditional use, material change in any conditions or stipulations to a conditional use permit or material change in the physical size, placement or structure of property subject to a conditional use permit. The Zoning Administrator shall have the discretion to determine if a proposed change warrants an amendment. An amendment must be approved as provided in Section 1.400 et seq. for the approval on conditional use permits.

C. *Revocation.* The city Council or the City Manager or its designee may initiate and the City Council may effect revocation or modification of a conditional use permit pursuant to Section 1.707.

D. Approval of a subsequent zoning map amendment and/or a conditional use permit on a subject property shall automatically avoid all existing conditional use permits on the subject property. Exception: If the subsequent zoning map amendment and/or conditional use permit application and approval specifically maintain the existing conditional use permit(s) is allowed within the new requested zoning district, the existing conditional use permit(s) shall be considered valid.

(Ord. No. 2552, § 1, 4-20-93; Ord. No. 2830, § 1, 10-17-95; Ord. No. 3457, § 1(Exh. 1), 6-19-02)

# Development Application



## Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Land Divisions
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Subdivision (PP)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Subdivision (Minor) (MD)
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Wash Modification (WM)	<input type="checkbox"/> Land Assemblage
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Historic Property (HP)	<b>Other</b>
<input type="checkbox"/> Development Agreement (DA)	<b>Wireless Communication Facilities</b>	<input type="checkbox"/> Annexation/De-annexation (AN)
<b>Exceptions to the Zoning Ordinance</b>	<input type="checkbox"/> Small Wireless Facilities (SW)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Minor Amendment (MN)	<input type="checkbox"/> Type 2 WCF DR Review Minor (SA)	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	<b>Signs</b>	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance/Accommodation/Appeal (BA)	<input type="checkbox"/> Master Sign Program (MS)	<b>Other Application Type Not Listed</b>
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Community Sign District (MS)	<input type="checkbox"/> Other: _____

Project Name: \_\_\_\_\_

Property's Address: \_\_\_\_\_

Property's Current Zoning District Designation: Residential

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

<b>Owner:</b>	<b>Agent/Applicant:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> <b>Fax:</b>	<b>Phone:</b> <b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b>
<b>Designer:</b>	<b>Engineer:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> <b>Fax:</b>	<b>Phone:</b> <b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b>

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

☐ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

_____ Owner Signature	_____ Agent/Applicant Signature
--------------------------	------------------------------------

Official Use Only

Submittal Date:

Development Application No.:

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Development Application

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Revision Date: 5/10/2018

7-UP-2019  
8/2/2019

# Development Application

## Review Methodologies



### Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

#### **1. Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### **2. Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

#### **Note:**

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

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# Development Application

## Arizona Revised Statutes Notice



### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

## Planning and Development Services

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Douglas A. Ducey  
Governor



Lisa A. Atkins  
Commissioner

## Arizona State Land Department

July 12, 2019

1616 West Adams, Phoenix, Arizona 85007  
(602) 542-4631

Joe Phillips  
City of Scottsdale  
7447 E. Indian School Road, Suite 105  
Scottsdale, AZ 85251

RE: State Trust land located in T5N, R4E, Section 36; City of Scottsdale, Maricopa County  
ASLD Right of Way Application KE# 16-120434  
Conditional Use Permit for a Reservoir Site (Water Tank) Expansion

Dear Mr. Phillips:

The Arizona State Land Department (the "Department" or "ASLD") has received your request for permission to act as authorized agent for the Department to apply to City of Scottsdale (the "Jurisdiction") for a Conditional Use Permit for a Reservoir Site (Water Tank) expansion.

**City of Scottsdale its employees, representatives, agents, and/or consultants (hereinafter "Applicant") therefore, has the Department's consent to file for the Entitlements as required by the Jurisdiction, subject to the following conditions and understandings.**

1. Applicant shall pay all costs associated with the Entitlements and shall not be reimbursed by the Department or by any subsequent purchaser at auction.
2. Applicant, their employees, representatives, agents, and/or consultants shall be permitted to act as the Department's agents to procure the Entitlements and any related permits or approvals which may be required (the "Entitlement Process"), subject to final review and approval by the Department.
3. Applicant shall diligently pursue the satisfaction of all Entitlements. Further, it shall respond to all inquiries by the Department as to the status of the Entitlement Process, and provide regular updates without formal request.
4. Prior to beginning the Entitlement Process, the Applicant shall provide the Department with an outline of the proposal and a timeline for the process which identifies key dates with the Jurisdiction or other jurisdictional agency staff and project hearing dates with any agency or jurisdiction. All documentation, including, but not limited to: land use plans, engineering drawings, application materials and development agreements, shall be submitted to the Department for approval prior to the date the documentation is filed with the approving jurisdiction. A copy of the application shall be submitted to the Department on the same day it is filed with the Jurisdiction or other jurisdictional agency.

5. The Department staff shall be invited, but not required to attend, all meetings with the various agencies, elected officials, and the Jurisdiction as the Entitlements are processed through relevant hearings. A minimum of five (5) business days' notice shall be provided to Department staff in advance of any meeting.
6. Applicant shall submit to the Department all staff reports and draft stipulations that will be considered by the Jurisdiction on the day they are received by the Applicant, and at least ten (10) business days before each public meeting or hearing, if possible.
7. As additional consideration for the grant of this permission, all Entitlements and/or rights and permits obtained pursuant to the described applications are the property of the Department and will only be transferred to the successful bidder, if any, at the time the land is auctioned for sale or lease at some point in the future.
8. The Jurisdiction is authorized to enter and inspect the subject property.
9. This authorization may be revoked at any time without notice and in no way creates an obligation on the part of the Department of any kind.

All information will be provided to Ruben Ojeda, Manager, Rights of Way Section with a copy to me.

The Department appreciates your consideration in this matter, and looks forward to working with you through this process. Please contact Ruben Ojeda at 602-542-2648 if you have any questions.

Sincerely,



Mark Edelman, AICP  
Director, Planning and Engineering

cc: Ruben Ojeda, Manager, Rights of Way Section, ASLD



Capital Project Management  
7447 E. Indian School Road, Suite 205  
Scottsdale, Arizona 85251  
Web: [www.scottsdaleaz.gov/construction](http://www.scottsdaleaz.gov/construction)

Phone: 480-312-2522  
Fax: 480-312-7971

August 2, 2019

**Reference:** 534-PA-2018 - Conditional Use Permit - Application Narrative - Site 42 2.5 MG Expansion

The Water Resources Division would like to submit a 'Conditional Use Permit' in concurrence with a Drainage Report to expand our current parcel from patent record #94-0870300 also assessor parcel number 212-33-001, located at 26602 N. Pima Road.

The current plan is to purchase a perpetual right of way from the Arizona State Land Department (ASLD), an exhibit is attached to this submittal, to build a new 2.5-million-gallon water storage reservoir. This expansion will allow the Water Resources Division to serve the northern zones of our City as it continues to grow. We will ask if the Arizona State Land Department will cover the Natural Area Open Space requirement elsewhere in state land considering the adopted Ordinance No. 4267 from July 5, 2016.

The proposed improvements will include pole mounted lights, wall mounted floodlights, and wall mounted pack lights. The pole mounted lights will not be taller than 16'. Each of the existing four water fill stations along the site driveway will receive a pole mounted light. In addition, a pole mounted light will be installed between the new storage tank and the existing 42 D&E building to light that portion of the facility yard. One or two (1 or 2) wall mounted flood lights will be installed on the interior of each of the new site walls. Their light will shine down and into the facility. Wall mounted pack lights will be mounted at specific locations along the new walls such as the new swing gate that leads to the proposed retention basin.

**Criteria from Section 1.401 of the Zoning Ordinance:**

- A. 1) **Criterion:** Damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination.

**Response:** This water site has minimal noise, dust, vibration and illumination disturbance and will be surrounded by 8' high walls. The site will not have any unwanted odors or smoke that would need to be remedied. The site walls contain most of the noise this site produces and thus will not impact surrounding areas from unusual noise. The lighting plans for this site will be minimal, this is a day-use facility and will adhere to City of Scottsdale requirements.



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- A. 2) **Criterion:** Impact on surrounding areas resulting from an unusual volume or character of traffic.

**Response:** This site is typically visited by City of Scottsdale maintenance and operations personnel once during the day. Because the expansion proposed will not increase the volume of traffic to this site, we did not conduct a traffic study. We did include a traffic study of the intersection of Jomax Rd and Pima Rd., the nearest intersection, included in this submittal.

- B) **Criterion:** The characteristics of the proposed conditional use are reasonably compatible with the types of uses in the surroundings areas.

**Response:** The Water Division's plan is to expand west and south and adjacent to our existing water reservoir facility, assessor parcel number 212-33-001. This facility currently includes two potable water storage reservoirs of the same height, type and function. This site was rezoned as parcel number 'x-8' and parcel zone 'R1-43' on July 5, 2016, City Council Report and zoning map are attached to this submittal.

#### **Criteria from Section 1.403 of the Zoning Ordinance:**

6. E) **Criterion:** Substantial and demonstrable diminution of the market value of surrounding property.

**Response:** Water storage is essential for meeting all the domestic, industrial and fire demands of public water systems. Our proposal will add market value of the surrounding property as these reservoirs are a necessity to serve our citizens with an adequate potable water supply now and in the future.

This property is not an existing or potential historic property.

Thank you for your time. Please give me a call or email if you have any questions or concerns about this submittal.

Sincerely,

Joe Phillips  
Project Manager – Capital Projects Management  
(C) 480-861-4823  
[jphillips@scottsdaleaz.gov](mailto:jphillips@scottsdaleaz.gov)



# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 534 -PA- 2018

Project Name: Site 42 2.5MG Reservoir Site Expansion

Project Address: 26602 North Pima Road

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: Joe Phillips

Print Name

[Signature]

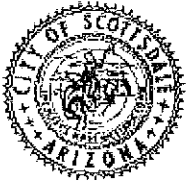
Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

### Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)



# City of Scottsdale Cash Transmittal

# 120566

120566  
1 01232733  
8/2/2019 PLN-1STOP  
CRIV HP600G2019  
8/2/2019 10:22 AM  
\$0.00

**Received From :**

City of Scottsdale  
7447 E INDIAN SCHOOL RD  
SCOTTSDALE, AZ 85251

**Bill To :**

City of Scottsdale  
7447 E INDIAN SCHOOL RD  
SCOTTSDALE, AZ 85251

Reference # 534-PA-2018  
Address 26602 N PIMA RD

**Subdivision**

**Marketing Name**

**MCR**

APN 212-33-001

**Owner Information**

City of Scottsdale  
7447 E INDIAN SCHOOL RD  
SCOTTSDALE, AZ 85251

Lot Number  
Metes/Bounds No  
Gross Lot Area 0  
NAOS Lot Area 0  
Net Lot Area 0  
Number of Units 1  
Density

Issued Date 8/2/2019  
Paid Date  
Payment Type CAPITAL PROJECT  
Cost Center WF02A  
Jurisdiction SCOTTSDALE  
Water Zone  
Water Type  
Sewer Type  
Meter Size  
QS 49-48

Code	Description	Additional	Qty	Amount	Account Number
3175	USE PERMIT APPLICATION		1	\$2,700.00	100-21300-44221
9610	CIP COS PERMITS AND FEES		1	(\$2,700.00)	626-WF02A-56043

City of Scottsdale

7447 E. Indian School Rd.

Scottsdale, AZ 85251

(480) 312-2500

One Stop Shop

Date: 8/2/2019 Cashier: CRIV

Office: PLN-1STOP Mach ID: HP600G20199

Tran #: 1 Batch #: 73276

Receipt: 01232733 Date: 8/2/2019 10:22 AM

120566

3175 USE PERMITS \$2,700.00

9610 CIP COS PERMITS & FEES (\$2,700.00)

TENDERED AMOUNTS:

Cash Tendered: \$0.00

Transaction Total: \$0.00

Thank you for your payment.  
Have a nice day!

SIGNED BY JOE PHILLIPS ON 8/2/2019

Total Amount

\$0.00

(When a credit card is used as payment I agree to pay the above total amount according to the Card Issuer Agreement.)

3" and larger water meter fees are based on cost recovery. The city will contact the owner of the construction permit if additional funds are due. Payment will be due within 30 days notification.

TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 120566

7-UP-2019  
8/2/2019